



AGENDA REPORT

Meeting Date: September 23, 2008
Item Number: F-4
To: Honorable Mayor & City Council
From: Byron Pope, CMC
City Clerk
Subject: RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS
ADOPTING A RECORDS RETENTION SCHEDULE AND
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS
Attachments: 1. Resolution
2. Exhibits

RECOMMENDATION

Adopt the attached resolution adopting a revised records retention schedule for the City of Beverly Hills. The adoption of these revised retention schedules will result in efficiency gains and cost savings.

INTRODUCTION

The City is continuing to develop a robust records management program, including revising the records retention schedule for each department. In 2007, Beverly Hills selected Gladwell Governmental Services, Inc., an expert in local government records, to develop a revised records retention schedules for the City, and adoption of these schedules will complete the revision. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

DISCUSSION

The upgrades of the current systems are driven by many factors, including:

- Many departments are filing and storing copies of the same records
- Beverly Hills produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all City records.

The new retention schedules were written interactively with all departments participating. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Beverly Hills's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Beverly Hills will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

The process has included individual meetings with staff from each department and several revisions of each retention schedule to ensure the records were presented in an easy-to-use, accurate and complete manner. The appropriate Department Head, the City Clerk, City Manager and the City Attorney have reviewed and approved all Retention Schedules.

FISCAL IMPACT

Beverly Hills will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

Byron Pope
Approved By

BP

RESOLUTION NO. 08-R_____

RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

WHEREAS, the maintenance of numerous obsolete records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Beverly Hills; and

WHEREAS, the approval of guidelines for the ongoing disposition of obsolete City records will assist the City in the effective management of records, as well as provide for the efficient review of records proposed for disposal;

WHEREAS, Section 34090, et. seq. of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS DOES RESOLVE AS FOLLOWS:

Section 1. Any previous resolution pertaining to the adoption of a citywide records retention schedule is hereby rescinded.

Section 2. The Records Retention Schedule, attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved. City records shall be retained for the minimum periods listed in Exhibit A until approved for destruction in accordance with this Resolution. Non-Records need not be retained in any form, provided, however, that any Non-Records relevant to reasonably anticipated or ongoing litigation shall be retained.

Section 3. The records of the City of Beverly Hills, as set forth in the Records Retention Schedule Exhibit A, are hereby authorized to be destroyed as outlined in that schedule in accordance with Section 34090 et seq. of the Government Code of the State of California, upon the request of the Department Head and with the written consent of the City Clerk, Risk Manager, and City Attorney, without further action by the City Council of the City of Beverly Hills.

Section 4. This resolution does not authorize the destruction of the following records as set forth in Government Code Section 34090, which include: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolution of the legislative body or of a city board or commission.

Section 5. The destruction of any record as provided for herein shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature shall be shredded, under the direct supervision of the City Clerk or his designee.

Section 6. The following terms as used in this Resolution are defined as follows:

A "City Record" is a thing which constitutes an objective lasting indication of a writing, event or other information, including but not limited to any record, document, instrument, book or paper, which is in the custody of a public officer and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

A "Non-Record" shall mean documents or things that do not fall under the definition of a City Record, including but not limited to: (1) publications or processed documents; (2) library or museum material intended solely for reference or exhibition; (3) other documents neither prepared by the City nor concerning the City's business; (4) transitory writings, such as working papers, appointment logs, notes, calculations or preliminary drafts, or interagency or intra-agency memoranda, that are not retained by the City in the ordinary course of business even if they contain information relating to the conduct of the City's business; or (5) unofficial copies of documents kept only for convenience or reference.

Section 7. Any City Records not specified in the Records Retention Schedule shall not be destroyed without the express approval of the City Attorney and a resolution acted upon by the City Council.

Section 8. Updates to the retention periods are hereby authorized to be made to the Records Retention Schedules without further action by the City Council of the City of Beverly Hills with the consent of the City Clerk, City Manager, and City Attorney.

Section 9. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and his certification to be entered in the Book of Resolutions of the Council of this City.

Section 10. This Resolution shall go into effect immediately upon its passage.

Adopted:

BARRY BRUCKER
Mayor of the City of Beverly Hills

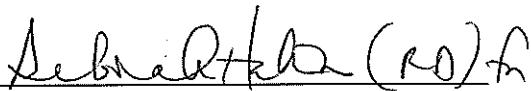
[Signatures continue]

ATTEST:

(SEAL)

BYRON POPE
City Clerk

APPROVED AS TO FORM:


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:


BYRON POPE
City Clerk

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The Citywide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the Citywide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, CMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

RECORDS RETENTION SCHEDULE LEGEND

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ORR (Office of Record): The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Classification: The method of filing and retrieving records (File Number). Most will be alphabetical; some will be numeric, geographic, or subject.

Records Description / Folder Subject: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a "trusted system", etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:

Active: How long the file remains in the immediate office area (*guideline*)

Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)

Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) – the form of the record:

Mag = Computer Magnetic Media (hard drive, disks, tapes, etc.)

Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)

Ppr = Paper

OD = Optical Disk, CD, DVD or other media which does not allow changes

Scan / Import (guideline):

"S" indicates the record should be scanned into the document imaging system;

"T" indicates the record should be electronically imported into the document imaging system;

"M" indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd (guideline, if record is imaged): QC'd=Quality Checked. "Yes" indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked ("QC'd").

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UBC: Uniform Building Code

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

UFC: Uniform Fire Code

UPC: Uniform Plumbing Code

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Atty. Gen.: Attorney General Opinions (CA)

UAC: Uniform Administrative Code

WPC: Welfare & Institutions Code (CA)

W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Admin. Services / Human Resources / Risk Management	Accident, Incident, Injury reports: PUBLIC or EMPLOYEES Includes associated MSDS (Material Safety Data Sheet), if a chemical is involved	Copies - When No Longer Required	Copies - When No Longer Required	.	Mag, Ppr	.	Copies retained for reference; GC §34090.7		
Admin. Services / Finance / Accounting	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required	Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr	.	All originals go to Finance (these are copies); GC §34090.7		
Lead Dept.	Administrative Hearings / Appeals	When No Longer Required - Minimum Resolution + 2 years	When No Longer Required - Minimum Resolution + 2 years	Yes: While Active Issues	Mag, Ppr	.	Department preference; GC §34090		
Lead Dept.	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	Project Approval + 2 years	Project Approval + 2 years	.	Mag, Mfr, OD, Ppr	.	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq., 349.4; GC §§34090, 54960.1(c)(1)		

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(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options I=Import M=Mfr S=Scan	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	Agenda Packets / Staff Reports: City Council & PFA	Copies - When No Longer Required	Copies - When No Longer Required			Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	Yes: After 2 years
		Copies - When No Longer Required	Copies - When No Longer Required			Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	Yes: Upon Completion
City Clerk	Agreements & Contracts, Leases, MOUs, etc. Agreement or Contract includes all contractual obligations (Specifications / Scope of Work, Notices of Completion, etc.)	Copies - When No Longer Required	Copies - When No Longer Required					All agreements, service agreements, and contracts are sent to the City Clerk; GC §34090.7
Lead Dept.	(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Completion + 10 years	Yes: Before Completion	Yes: Before Completion	Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec \$=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
Lead Dept.				10 years or Completion After Funding Agency Audit if required, whichever is longer	Yes: Before Completion After Funding Agency Audit if required, whichever is longer	Mag, Mfr, OD, Ppr	S/I	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42, 45 CFR 92.42; OMB Circular A-133GC §34090
Lead Dept.		Agreements & Contracts: <u>ADMINISTRATIVE FILES - WITH grant funding</u> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion					Mag, Ppr 2 years
Lead Dept.		Agreements & Contracts: <u>UNSUCCESSFUL BIDS or RESPONSES to RFPs</u> (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract						The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Finance / Accounting		Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required	Copies - When No Longer Required		Mag, Ppr		Copies; GC §34090.7
		Bids: See Agreements & Contracts						
Staffing Dept.		Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes	2 years	2 years		Tape (Mag)		
		Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years		Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.		AGENDAS, AGENDA PACKETS.						
		Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL	Copies - When No Longer Required	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
City Clerk		MINUTES & BYLAWS						
		Boards, Commissions, & Committees: City Council Subcommittees	2 years	2 years		Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.
Staffing Dept.		(Composed solely of less than a quorum of the City Council)						

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(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk		Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required	When No Longer Required	.	Mag, Ppr	Non-records
		Brochures; See Reference Manuals		Copies - When No Longer Required	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years
Lead Dept.		Budgets - Finals	When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
		Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years	2 years	Mag, Ppr		Department preference (not all detail is sent to Finance; GC §34090
City Attorney		City Attorney Opinions	P	P	Mag, Mfr, OD, Ppr	S	Department Preference; GC §34090
		Claims & Litigation	Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	City Attorney is OFR for lawsuits; Risk Management Settlement administers claim; GC §§34090.7, 34090.6

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(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options I=Import M=Mfr S=Scan	Image: I=Import M=Mfr S=Scan Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years	2 years		When No Longer Required - Minimum 2 years	Mag, Ppr	GC §34090
Lead (Responding) Dept.	Complaints / Concerns from Citizens Computer Tracking Software (Comcate)	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years	Mag, Ppr	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Lead (Responding) Dept.	Complaints / Concerns from Citizens (operational)	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years	Mag Ppr	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	Contracts: See Agreements Copies or duplicates of any record	Copies - When No Longer Required			Copies - When No Longer Required	Mag Ppr	GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)		2 years	2 years		Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	Correspondence - NON-RECORDS / TRANSITORY / PRELIMINARY DRAFTS, not retained in the ordinary course of business	(e.g. calendars, checklists, email that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, etc.)		When No Longer Required	Mag, Ppr		GC §34090 et seq., GC §6252	
City Clerk		Deeds, Easements, Final Orders of Condemnations (All)		Copies - When No Longer Required	Mag, Ppr			Send all originals to the City Clerk; GC §34090.7

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Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	When No Longer Required	2 years	Mag, Ppr	Mag, Ppr	GC §34090	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	Facility Use Applications / Facility Use Permits	2 years					GC §34090	
Lead Dept.	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	When No Longer Required	2 years	Yes	Mag	GC §34090	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years					GC §34090	

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)		Active (in office)	Inactive (Records Center)					Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090
Lead Dept.		Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years	Mag, Ppr			
		Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years					
Admin. Services / Human Resources		Grievances and Informal Complaints (Employees)	Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§ 12946, 34090

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Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	Insurance Certificates for Agreements and Contracts	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required (Upon Settlement)	Copies - When No Longer Required	Mag, Ppr		
					Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement
City Attorney	Lawsuits, Litigation, Pending Litigation				Yes: Before Settlement	Mag, Mfr, OD, Ppr		Risk Management administers claim; GC §§34090.7, 34090.6
Lead Dept.	Leave Slips	When No Longer Required	Copies - When No Longer Required	When No Longer Required	When No Longer Required	Mag, Ppr		Preliminary draft / transitory record; GC §34090, GC §6252
					Yes (all) Required	Mag, Mfr, OD, Ppr	S	No
City Clerk	Minutes - City Council							Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	Material Data Safety Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)							Previous MSDS may be obtained from a service; <u>MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years.</u>
					30 years	Mag, Mfr, OD, Ppr	S	Applies to qualified employers; 8 CCR 3204(d)(1)(A) et seq, (B)(2 and 3)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	Municipal Code (these are copies)	Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090			
Lead Dept.	Newspaper Clippings	When No Longer Required	Ppr				Non-records - may be obtained from the newspaper company; GC §34090			
Staffing Dept.	Notices: Public Hearing Notices and Proofs of Publications	Project Approval + 2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090			
City Clerk	Ordinances - City Council	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090			
Admin. Services / Human Resources	Personnel Files <i>(When an employee transfers to a different department, the file should go to the new department)</i>	Upon Separation, Send to Human Resources	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7			

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options I=Import M=Mfr S=Scan	Image: Paper after QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	Personnel Files (Supervisor's Notes)	1 year (After Incorp. In Evaluation)	Before Annual Performance Evaluation	1 year (After Incorp. In Evaluation)	Annual Performance Evaluation	Mag, Ppr	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	Personnel Work Schedules	2 years		2 years		Mag, Ppr	GC §34090
Lead Dept.	Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.).	2 years	2 years	2 years	Annual Performance Evaluation	Mag, Ppr	GC §34090
Lead Dept.	Public Records Act Requests	2 years		2 years		Mag, Ppr	GC §34090
Lead Dept.	Public Relations / Press Releases	2 years		2 years		Mag, Ppr	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.		Purchase Orders, Procurement & Contracting Records (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	2 years	8 years	10 years	Yes: Before Completion	Mag, Ppr	Department preference for grant auditing requirements (errors & omissions does not apply); Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; CCP §§3337. 337.1(a), 337.15, 343; GC §34090
Lead Dept. (Who Ordered the Appraisal)		Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years	Mag, Ppr		Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)		Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	Yes: After Inactive 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk		Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required			Mag, Ppr		GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by YOUR Department	When No Longer Required - Minimum 2 years	Mag, Ppr	Mag, Ppr	Statewide guidelines propose superseded + 2 or 5 years; GC §34090			
		When Superseded	When Superseded	When Superseded	When Superseded	Mag, Ppr	Mag, Ppr	Copies; GC §34090.7
Lead Dept.	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by OTHER Departments	When Superseded	When Superseded	When Superseded	When Superseded	Mag, Ppr	Mag, Ppr	Non-Records
		When No Longer Required	Mag, Ppr	Mag, Ppr				
Lead Dept.	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)					P	Mag, Mfr, OD, Ppr	Administratively and Historically significant, therefore retained permanently; GC §34090
		Reference or Working Files: See Correspondence						
Lead Dept.	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P			Yes: After 10 years	Yes: After 10 years	

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years	.	Mag, Ppr		Information is outdated after 10 years; statewide guidelines propose 2 years; if historically significant, retain permanently; GC §34090
City Clerk	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No
Lead Dept.	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr		Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	Safety: OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr		Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	Speaker Cards (submitted at public meetings)	2 years		2 years		Ppr		Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Lead Dept.	Special Event Permits	Expiration + 2 years		Expiration + 2 years	Yes: During Class or Program	Mag, Ppr		GC §34090
								GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	Special Projects / Subject Files / Issue Files	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr	Mag, Ppr	Mag, Ppr
Lead Dept.	Subpoenas, Pitchless Motions, etc.	2 years	2 years	2 years	2 years	Mag, Ppr	Mag, Ppr	Mag, Ppr
Lead Dept.	Surveys / Questionnaires (that the City issues).	If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years	2 years	2 years	Mag, Ppr	Mag, Ppr	Mag, Ppr
Admin. Services / Finance / Payroll	Tapes: See Boards & Commissions	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Training - ALL COURSE RECORDS								
(Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)								
Lead Dept.		2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive
Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options I=Import M=Mfr S=Scan	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years	Ppr	3 years				Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years	Ppr	3 years				Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference					
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Paper after Imaged & QC'd?	Destroy		
(OFR)												
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>												
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>												
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>												
FINANCE / ADMINISTRATION												
Admin. Services / Finance / Admin.	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7		
Admin. Services / Finance / Admin.	Budgets - Adopted / Final	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901		
Admin. Services / Finance / Admin.	Budgets - Preliminary, Backup Documents	2 years					Mag, Ppr			Department Preference; GC §34090		
Admin. Services / Finance / Admin.	Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)									Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42, 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090		
Admin. Services / Finance / Admin.	Financial Documentation	2 years					After Funding Agency Audit, if Required - Minimum 5 years	Mag, Ppr				

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / Admin.	Property Management	Lease Expiration + 2 years	Lease Expiration + 2 years			Mag, Ppr		Department Preference; GC \$34090		
Admin. Services / Finance / Admin.	Single Audits / Transportation Audits / PERS Audit, et.	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference (meets municipal government auditing standards); GC §34090		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
FINANCE / BUSINESS TAX											
Admin. Services / Finance / Business Tax	Business Tax Applications, Registrations and Renewals	2 years	3 years	5 years			Ppr				
Admin. Services / Finance / Business Tax	Business Tax Case Files / Revenue Investigations	Resolution + 2 years	3 years	Resolution + 5 years			Ppr				
Admin. Services / Finance / Business Tax	Reports (Support for Business Tax); Balance Sheets, Proof & Merge Reports, etc. (MONTHLY OR PERIODIC)	2 years	2 years	2 years			Mag, Ppr				

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / CUSTOMER SERVICE								
Admin. Services / Finance / Customer Service	Accounts Receivable: ALL - Includes Ambulance, Parking and Alarm Service Billings	2 years	1 year	3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year
Admin. Services / Finance / Customer Service	Registrations / Permits Applications & Files	2 years	1 year	3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year
Admin. Services / Finance / Customer Service	Regulatory Parking, Security Alarm							
Admin. Services / Finance / Customer Service	Transient Occupancy Tax (TOT)	2 years	1 year	3 years	Yes: Until Paid	Mag, Ppr		
Admin. Services / Finance / Customer Service	Utilities - Application Signature Cards							
Admin. Services / Finance / Customer Service	Utilities - Collection Agency Assignments / Unpaid Accounts							

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Inactive (Records Center)	Total Retention	Vital?	Media Options	I=Import M=Mfr S=Scan	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Depart. Providing Service / Work	Utilities - Meter Change Orders	3 years	3 years			Mag, Ppr			Department preference (Copies); GC §34090.7
Depart. Providing Service / Work	Utilities - On & Off Orders	3 years	3 years			Mag, Ppr			Department preference (Copies); GC §34090.7
Admin. Services / Finance / Customer Service	Utilities - Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	2 years	2 years			Mag, Ppr			Department Preference (Preliminary Documents); GC §34090 et seq.
Admin. Services / Finance / Customer Service	Utilities - Reports / Meter Reading Reports	3 years	3 years			Mag, Ppr			Department preference; GC §34090 et seq.
Admin. Services / Finance / Customer Service	Utilities - Service Billing Registers	3 years	3 years			Mag, Ppr			Department preference; Preliminary drafts not retained in the ordinary course of business (the database is the original); GC §34090 et seq.
Depart. Providing Service / Work	Utilities - Work Orders	3 years	3 years			Mag, Ppr			Department preference (Copies); GC §34090.7

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference					
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>												
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>												
Admin. Services / Finance / Customer Service	Utilities - Consumer Guarantee Deposit Receipts	3 years	3 years	Yes: Until Paid	Mag, Ppr					Department Preference; Statewide guidelines propose audit + 4 years; GC §34090		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
FINANCE / GENERAL ACCOUNTING											
Public Works / Environ. Utilities	Customers (Residential Solid Waste); Application Cards, Account File, etc.	Account Closed + 2 years	Account Closed + 2 years	Account Closed + 2 years	5 years	Mag, Ppr	Mag, Ppr	GC §34090	Department Preference, IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090		
Admin. Services / Finance / General Accounting	1099's Issued / W-9s	5 years	5 years	5 years	5 years	Mag, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090		
Admin. Services / Finance / General Accounting	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090		
Admin. Services / Finance / General Accounting	Accounts Receivable: Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090		
Admin. Services / Finance / General Accounting	Accounts Receivable: Rent / Property Management	End of Tenancy + 5 years	3 years	End of Tenancy + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Admin. Services / Finance / General Accounting	OFR	Bank and Trustee Statements, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	2 years	3 years	5 years		Mag, Ppr		Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 1.6001-1		
Admin. Services / Finance / General Accounting		Bond Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.		Cancellat., Redemption or Maturity	10 years	Yes: Until Maturity + 10 years	Mag, Ppr		Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.		
Admin. Services / Finance / General Accounting		Checks / Warrant Register Report (Issued)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC		
Admin. Services / Finance / General Accounting		Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Admin. Services / Finance / General Accounting	Escheat (Unclaimed money / uncashed checks)	3 years	3 years			Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(4), 1519; GC §34090		
Admin. Services / Finance / General Accounting	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090		
Admin. Services / Finance / General Accounting	Fixed Assets - Annual Listing (Source Documents)	5 years	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Includes permanent assets (for compliance with GASB 34); GC §34090		
Admin. Services / Finance / General Accounting	General Ledger: Final year-end AND Chart of Accounts / Organization Structure (Print out when Rollover is Done)	5 years	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §34090		
Admin. Services / Finance / General Accounting	Investments / Arbitrage / Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity	5 years	Maturity + 5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests: audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / General Accounting	Journal Entries / Journal Vouchers / Budget Adjustments	2 years	8 years	10 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337		
Admin. Services / Finance / General Accounting	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc. (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required	When No Longer Required	Mag, Ppr				Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090		
Admin. Services / Finance / General Accounting	Reports: Annual State or Federal: State Controller's Report, Street Report, etc.	5 years	5 years	Mag, Ppr				Department Preference; Meets auditing standards; GC §34090		
Admin. Services / Finance / General Accounting	Revenue: Accounts Receivable: Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books, etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr		Department Preference; (meets municipal government auditing standards); Statwide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Admin. Services / Finance / General Accounting	Revenue: Posting Logs (Citation Payments)	When No Longer Required	When No Longer Required	Mag, Ppr				[] Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090			
								Department preference (Copies); GC §34090.7			
City Clerk	Treasurer's Reports / Quarterly Budget Reports (to Council - Copies)	1 year	1 year	Mag, Ppr							

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / PURCHASING										
Admin. Services / Finance / Purchasing	Purchase Orders / Requisitions / Successful Bids		2 years	3 years	5 years	Yes: Before Completion	Mag, Ppr			Department Preference (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Admin. Services / Finance / Purchasing	Purchasing - Bidder / Vendor Registration Forms (Companies that want to receive RFPs / RFQs)							Mag, Ppr		GC §34090 et seq.
Admin. Services / Finance / Purchasing	Vehicle Titles ("Pink Slips")						Sale or Disposal		Ppr	Given to Auction House / New Owner; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)								
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / RISK MANAGEMENT								
Admin. Services / Finance / Risk Manag.	Accident, Incident, Injury reports / Potential Claims: PUBLIC OR CITY PROPERTY (Not resulting in a claim)	2 years	2 years	2 years		Mag. Ppr		GC §34090
Admin. Services / Finance / Risk Manag.	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag. Mfr, OD, Ppr	S	Yes: After Settled
Admin. Services / Finance / Risk Manag.	DMV printouts - Public Works Employees Utilities, Fire and Police retain their own	When Superseded				Mag Ppr		Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Admin. Services / Finance / Risk Manag.	Insurance Policies (City owned), Certificates of Self-Insured	P		P	Yes: Before Expiration	Mag. Mfr, OD, Ppr	S	Yes: After Expiration
Admin. Services / Finance / Risk Manag.	Workers Compensation Claim Runs.	5 years		5 years		Mag. Ppr		Department preference (meets auditing standards and allocation formulas); GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Retention begins when the act is completed and **imply a full file folder (e.g.,**

Retention periods begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Retention periods are determined by the type of document and the nature of the information contained in it.

Retention begins when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

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Retention commences claims within records and documents audit and/or investigations conducted normal rotation records destruction minimum after confirmation or communication

Retention periods begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

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Retention requirements, claims, audits and/or investigations exceed normal retention requirements, other notifications or communications

Retention begins when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Workers Compensation or Disability Claims / Employee Accident Reports	Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 5 years	Separation + 30 years	Mag, Mfr, OD, Ppr	S	Yes: When Inactive
Admin. Services / Finance / Risk Manag.						Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090

Workers Compensation or Disability Claims / Employee Accident Reports	Admin. Services / Finance / Risk Manag.	Separation + 5 years Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 30 years	Mag., Mfr., OD, Ppr	S	Yes: When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 3490
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Workers Compensation or Disability Claims / Employee Accident Reports	Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 5 years	25 years	Separation + 30 years	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
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Admin. Services / Finance / Risk Manag.	Workers Compensation or Disability Claims / Employee Accident Reports Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 5 years Separation + 30 years	Mag, Mfr, OD, Ppr S	Yes: When Inactive Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
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Workers Compensation or Disability Claims / Employee Accident Reports	Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 5 years	Separation + 30 years	Mag., Mfr., OD, Ppr	S	Yes: When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
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Adopted

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
HUMAN RESOURCES											
Admin. Services / Human Resources	Benefit Plan Documents (CalPERS, etc.)	Duration of the Contract + 5 years	Duration of the Contract + 5 years	Yes: For Duration of Contract	Mag, Ppr						
Admin. Services / Human Resources	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, circular letters, etc.)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr					Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090		
Admin. Services / Human Resources	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr					Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition	Comments / Reference
(OFR)		Active (in office)	Inactive (Records Center)	Image: I=Import M=Mfr S=Scan Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
Admin. Services / Human Resources	Classification Specifications	P	Mag, Mfr, OD, Ppr S / 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Admin. Services / Human Resources	Compensation Surveys & Studies	2 years	Mag, Ppr	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Admin. Services / Human Resources	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years	Mag, Ppr	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Admin. Services / Human Resources	Drug & Alcohol Test Results (All - Positives and Negatives)	3 years	Mag Ppr	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1672.3(b)(V), GC §§12946,

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Human Resources	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years	3 years		3 years		Mag, Ppr			29 CFR 1602.30
Admin. Services / Human Resources	Training Database	Indefinite					Mag, Ppr			Data is interrelated; GC §34090
Admin. Services / Human Resources	Grievances and Informal Complaints (all)		Separation + 3 years	Separation + 3 years			Yes: Before Disposition			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Admin. Services / Human Resources	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)		25 years		25 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §34090
Admin. Services / Human Resources	Personnel Files - Employees		Separation + 1 year	P				S		Department Preference; EEOC/ELSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources	Personnel Files - Medical File (all employees)	Separation + 1 year	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Admin. Services / Human Resources	Recruitment and Testing File (Includes Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years			Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Admin. Services / Human Resources	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES / PAYROLL								
Admin. Services / Human Resources / Payroll		Bank Statements - Payroll Only	2 years	3 years	5 years	Mag, Ppr		
Admin. Services / Human Resources / Payroll		CalPERS Reports	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S	Yes: After 2 years
Admin. Services / Human Resources / Payroll		Checks / Warrant Register Report - Payroll Only	2 years	3 years	5 years	Mag, Mfr, OD, Ppr	S	Yes: After 2 years
Admin. Services / Human Resources / Payroll		Checks / Warrants - Cancelled - Payroll Only	2 years	3 years	5 years	Mag, Ppr	S	Yes: After 2 years
Admin. Services / Human Resources / Payroll		DE-6 & 941 Forms - Quarterly Payroll Tax Returns / OASDI	2 years	3 years	5 years	Mag, Ppr		

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	I=Import M=Mfr S=Scan	D=Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources / Payroll	Deferred Compensation (City Statements)	2 years	3 years	5 years		Mag, Ppr		
Admin. Services / Human Resources / Payroll	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr		
Admin. Services / Human Resources / Payroll	PERS Statements (Books)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Admin. Services / Human Resources / Payroll	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	Yes: After 2 years	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Admin. Services / Human Resources / Payroll	W-2's		2 years	3 years	5 years		Mag. Ppr				

*If the record is not listed here, refer to the Retention for City-Wide Standards**Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Attorney	Amicus Briefs	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag. Ppr	Mag. Ppr	Department Preference; GC §34090		
City Attorney	Bankruptcies (Where City does not pursue a claim)	2 years	P	P	P	Yes	Mag. Mfr, OD, Ppr	Department Preference; GC §34090		
City Attorney	City Attorney Opinions / Dispatch / Updates to Council	5 years						Department Preference; GC §34090		
City Attorney	Chron Files							Department Preference; GC §34090		
City Attorney	Lawsuits / Litigation Except Final Settlement	Final Resolution	5 years	When No Longer Required - Minimum 5 years	Yes: Until Mag. Mfr, OD, Ppr Resolution	S	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6, PC §832.5		
City Attorney	Lawsuits / Litigation Final Settlement Only	Final Resolution	P	P	Yes: Until Mag. Mfr, OD, Ppr Resolution	S	Yes: After 5 years	Department Preference; GC §34090		
City Attorney	Subject Files / Project Files / Department Files	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag. Mfr, OD, Ppr	S	Yes: After Department Preference; GC QC	GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk		Agenda Packets / Staff Reports; City Council, Finance Authority, Parking Authority	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	Yes: After 2 years		
City Clerk		Agendas - Posted	2 years	2 years	Yes: Until After Meeting	Mag, Ppr		The minutes are the permanent record; GC §34090 et seq.		
Agreements & Contracts - ALL										
Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)										
City Clerk		Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion		
Comm. Develop / Planning AND City Clerk		Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P	Mag, Mfr, OD, Ppr	S / I	Yes		
City Clerk		Applications for Boards, Commissions or Committees	2 years	2 years	2 years	Mag, Ppr		Land Records; GC §34090		
								GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
City Clerk	Boards, Commissions, & Committees: All City Council Advisory Bodies	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.	
City Clerk	MINUTES & BYLAWS								
City Clerk	Committee Rosters / Maddy Act List	2 years	2 years		Mag, Ppr			GC §34090	
City Clerk	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	2 years	5 years	7 years	Mag, Ppr			City maintains original statements; GC §81009(e)(g); GC §81009(f)(g); 2 CCR 18615(d)	

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ELECTIONS - CONSOLIDATED (In the event the County does not conduct the City's election)										
City Clerk	Campaign Filings (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P				Mag, Mfr, OD, Ppr	S		
City Clerk	Campaign Filings (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES	5 years		5 years			Mag, Mfr, OD, Ppr	S		
City Clerk	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years			Mag, Ppr			
City Clerk	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years			Mag, Ppr			
City Clerk	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES						Term of Office + 4 years			

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk		Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr		EC §17505	
City Clerk		Absentee Identification Envelopes		6 mo.	6 mo.		Ppr		EC §17302	
City Clerk		Annexation Petitions, Protests and Withdrawals		1 year	1 year		Ppr		Law requires 1 year for petitions; GC §50115	
City Clerk		Assessment District Ballots & Envelopes - Prop. 218 proceedings		6 mo.	6 mo.		Ppr		Department preference to be consistent with other types of ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII	
City Clerk		Ballots - After Election		6 mo.	6 mo.		Ppr		EC §17302	
City Clerk		Ballots - After Recount		6 mo.	6 mo.		Ppr		EC §17306	
City Clerk		Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr		If uncontested, EC §17304	
City Clerk		Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr		EC 17302, 17306	
City Clerk		Precinct Officer Appointments		6 mo.	6 mo.		Ppr		EC §17503	
City Clerk		Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr		EC §17300	
City Clerk		Tally Sheets		6 mo.	6 mo.		Ppr		EC §17304	
City Clerk		Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr		EC §17304	
City Clerk		Voter Index Original		5 years	5 years		Ppr		EC §17001	

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
(End of Elections Section)										
City Clerk	Ethics Training - Certificates	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §§34090, 53235.2(b)
City Clerk	FCC Licenses	Expiration + 2 years		Expiration + 2 years		Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	Historical Records (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P					Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	Insurance Certificates (for Contracts, Vendors, and City-issued Certificates etc.) That cannot be matched to an agreement or contract	3 years				3 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: 2 years City Attorney's preference; CCP §337 et seq.; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	Irrevocable Letters of Credit	Release of Security	Release of Security	Release of Security	Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CDs, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §26202		
City Clerk	Log Book	2 years	2 years	2 years	Mag, Ppr			GC §34090 et seq.		
City Clerk	Letters of Credit (For Franchises)	Expiration of Term / Security	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No		These are financial instruments, and therefore are exempt from the 2 year requirement for municipal records; GC §34090		
City Clerk	Minutes (City Council, Finance Authority, Parking Authority, ALL City Boards & Commissions)	10 years	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090		
City Clerk	Municipal Code Administration, Distribution, etc.	2 years	P	2 years	Mag, Ppr			GC § 34090		
City Clerk	Municipal Code and History File (always retain 1 supplement)	P	P	P	Mag, Mfr, OD, Ppr	S	No	GC §34090		
City Clerk	Ordinances (City Council)	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.		

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	Proof of Publication	2 years		2 years			Mag, Ppr		GC §34090	
City Clerk	Real Property - Records that Affect the Title to Real Property (Abandonments, Deeds, Deed Restrictions, Easements, Liens, Resale Restrictions, Vacations, etc.)	2 years	P	P			Mag, Mfr, OD, Ppr		GC §34090	
City Clerk	Recordings / Tapes of City Council Meetings - Audio Recordings / Tapes or DVDs -	30 days, or After Minutes are Approved, whichever is longer		30 days, or After Minutes are Approved, whichever is longer			Tape (Mag)		Department preference; State law only requires for 30 days; GC §54953.5(b)	
City Clerk	Records Destruction Lists / Certificates of Records Destruction	10 years	S	10 years			Mag, Mfr, OD, Ppr	S	Yes: 2 years Department Preference; GC §34090 et. seq.	
City Clerk	Records Retention Schedules	10 years	P	P			Mag, Mfr, OD, Ppr	I	GC §34090 et. seq.	
City Clerk	Request for Public Records	2 years					Mag, Ppr		GC §34090	
City Clerk	Resolutions (City Council, Finance Authority, Parking Authority, Planning Commission, and all City Boards and Commissions		P				Mag, Mfr, OD, Ppr	S	No GC §34090 et. seq.	
City Clerk	Speaker Cards	2 years					Mag, Ppr		GC §34090 et seq.	

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	Ticklers / Action Reminders	2 years		2 years			Mag, Ppr			
								GC §34090 et seq.		

RECORDS RETENTION SCHEDULE: CITY COUNCIL & MAYOR

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Council	City Council Correspondence	4 years	P	4 years	P	Yes	Mag, Ppr OD, Ppr	Mag, Ppr	Department preference; GC §34090		
City Council	City Council Member Biographies, Historical Photographs	P									
City Council	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years	2 years	2 years			Mag, Ppr	Mag, Ppr	GC §34090		
City Council	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Developments, etc.)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr	Mag, Ppr	GC §34090		

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY MANAGER										
City Manager	City Manager Correspondence (Interoffice, Citizens, Organizations, etc.)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	2 years	Mag, Ppr		GC §34090		
City Manager	City Manager Reports to Council	2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	2 years	Mag, Ppr		GC §34090		
City Manager	Department Files	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr		Department Preference: GC §34090		
City Manager / Lead Dept.	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr		GC §34090		

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
COMMUNICATIONS									
City Manager / Lead Dept.	Public Relations / Press Releases	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr	GC §34090		
City Manager / Lead Dept.	Correspondence	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr	GC §34090		
City Manager / Lead Dept.	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time) Includes Newsletters	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr	GC §34090		
City Manager / Commun.	Speech Notes	When No Longer Required	When No Longer Required	When No Longer Required		Mag, Ppr	Notes, drafts, or preliminary documents; GC §34090 et seq.		

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC AFFAIRS & INFORMATION										
City Manager / Lead Dept.	Correspondence	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
City Manager / OR City Clerk	Historical Records (originals with significant historic value)	When No Longer Required - Minimum 2 years	P	P			Mag, Mfr, OD, Ppr	S/I	No	Department Preference; GC §34090
City Manager / Public Affairs	Photographs of Significant Historical Value (Council Members, City Staff, etc.)		P		P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Department preference; GC §34090
City Manager / Lead Dept.	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time) Includes City Hall, etc.	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager / Lead Dept.	Public Relations / Press Releases	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090
Lead Dept.	Speech Notes	When No Longer Required			When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT										
City Manager / Econ. Develop.	Business Retention	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr		Department Preference; GC §34090		
City Manager / Econ. Develop.	Economic Development Projects / Programs	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr		Department Preference; GC §34090		
City Manager / Econ. Develop.	Prospects: Economic Development Projects / Correspondence	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr		Department Preference; GC §34090		
City Manager / Econ. Develop.	Public Affairs (Correspondence regarding legislation / State & Federal bills)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr		Department Preference; GC §34090		
City Manager / Econ. Develop.	Sister City Program					Mag, Ppr		GC §34090		

RECORDS RETENTION SCHEDULE: CIVIL ENGINEERING

(Work in the Public Right of Way)

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Civil Engineering	Address Files - Private Development on the Public Right of Way	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: After §34090 Inactive			
Civil Engineering	Aerial Maps / Photographs - Analog or Digital	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year			
Civil Engineering	Bid - Rejected Bids / Proposals	2 years	2 years	2 years	Mag, Ppr		GC §34090			
Civil Engineering	Bid Summary Ledgers	2 years	2 years	2 years	Mag, Ppr		Department Preference (preliminary drafts); GC §34090			
Civil Engineering	Capital Improvement Projects (CIP) / Jobs: <u>Administration File</u>	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year			
Civil Engineering	Project Administration, Certified Payrolls, Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Upon Completion					Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090			

RECORDS RETENTION SCHEDULE: CIVIL ENGINEERING
 (Work in the Public Right of Way)

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Civil Engineering	Capital Improvement Projects (CIP) / Jobs: <u>Permanent File</u>	Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Construction Manager's Logs, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I Yes: 1 year			
Civil Engineering	Center Line Ties	P		P		Mag, Mfr, OD, Ppr	S/I Yes: After Inactive			
City Clerk	City-Owned Property: Annexations, Easements, Encroachments, Vacations, etc.	Copies - When No Longer Required	When No Longer Required	Yes (all)		Mag, Mfr, OD, Ppr	S Yes: After 2 years GC §34090.7			

RECORDS RETENTION SCHEDULE: CIVIL ENGINEERING
 (Work in the Public Right of Way)

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Civil Engineering	Construction Bonds / Indemnity Bonds	Active (in office)	Inactive (Records Center)	2 years	2 years	Mag, Mfr, OD, Ppr	No			
Civil Engineering	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	P	When No Longer Required - Minimum 10 years	P	When No Longer Required - Minimum 10 years	Mag, Mfr, OD, Ppr	Yes: After Inactive			
Civil Engineering	Engineering Studies / Surveys (City Built Projects)	P	P	P	P	Mag, Mfr, OD, Ppr	Yes: After Inactive			
Civil Engineering	Maps, Plans and Drawings (Final Maps, Parcel Maps, Record of Survey, Right of Way, Tract Maps, "As-Built", Record Drawings, etc.)	P	Yes (all)	P	Yes (all)	Mag, Mfr, OD, Ppr	Yes: 1 year			
Civil Engineering	Master Plans (Sewer, Storm Drain, Street Lights, etc.)	P	P	P	P	Mag, Mfr, OD, Ppr	Yes: After Inactive			
Civil Engineering	Pavement Management Plans	Superseded + 2 years	Superseded + 2 years	Mag, Ppr	Mag, Ppr	Mag, Ppr	Department Preference; GC §34090			

RECORDS RETENTION SCHEDULE: CIVIL ENGINEERING

(Work in the Public Right of Way)

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Civil Engineering	Permits: Curbs & Gutters (in the Public Right of Way)	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year §34090			
Civil Engineering	Permits: Encroachment	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year §34090			
Civil Engineering	Permits: Heavy Hauling (Class A)	2 years	2 years	2 years	Mag, Ppr		GC §34090			
Civil Engineering	Permits: Insurance Certificates for Heavy Hauling (Class A)	2 years	2 years	2 years	Mag, Ppr		GC §34090			
Civil Engineering	Permits: State Highway	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year §34090			
Civil Engineering	Permits: Utility (Class C)	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year §34090			
Civil Engineering	Project Geotechnical Reports	P	P	P	Mag Ppr		Department Preference; GC §34090 et seq.			
Civil Engineering	Sewer House Connection Lateral	P	P	P	Mag, Mfr, OD, Ppr	S/I	Yes: After Inactive Department Preference; GC §34090			
Civil Engineering	Special Projects / Studies / Issues	When No Longer Required - Minimum 10 years	When No Longer Required - Minimum 10 years	When No Longer Required - Minimum 10 years	Mag, Mfr, OD, Ppr	S	Yes: After 10 years Department preference; GC §34090			

RECORDS RETENTION SCHEDULE: CIVIL ENGINEERING
 (Work in the Public Right of Way)

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (In office)	Inactive (Records Center)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Civil Engineering	Standard Construction Drawings / Details / Plans	P	P	P	P	Yes: After Inactive	Department Preference; GC §34090			
Civil Engineering	Surveys / Record of Survey / Survey Books / Field Notebooks	P	P	P	Mag, Ppr	Yes: After Inactive	Department Preference; GC §34090			
Civil Engineering	Transportation Studies / Traffic Studies	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr	Yes: After Inactive	Department Preference; GC §34090			

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
ADMINISTRATION									
Comm. Develop / Admin.	Projects & Subjects (Proposed Developments, etc.)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr	Mag, Ppr	Department preference; GC §34090		
BUILDING & SAFETY									
Comm. Develop / Building & Safety	Cash Bonds / Refundable Deposits / Refunds	Project Finalled + 3 years	Project Finalled + 3 years	Project Finalled + 3 years	Mag, Mfr, OD, Ppr	S	No		
Comm. Develop / Building & Safety	Building Permit Applications where the Permit was Never Issued	2 years	2 years	2 years	Mag, Ppr		Securities (Performance Bonds, Letters of Credit, CD's, etc.) are usually released after completion; GC §34090		
Comm. Develop / Building & Safety	Building Permit Database	Indefinite	Indefinite	Indefinite	Mag		Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090		
Comm. Develop / Building & Safety	Building Permits - "ANCILLIARY PERMITS" - Mechanical, Plumbing, Electrical trades, Garage Sales, Tents, After Hours, Party Tents, etc.	2 years	2 years	2 years	Mag, Ppr		Department Preference - Data is interrelated; GC §34090, H&S §19850		
							GC §34090		

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop / Building & Safety	Building Permits (All)	Life of the Building	Life of the Building	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Statewide guidelines propose permanent; GC §34090
Comm. Develop / Building & Safety	Building Plans and Construction Documents - Finalized - "TRADE PLANS" - Title 24 Energy Calcs, Structural Calcs, Tenant Improvements NOT involving medical, restaurant or change of use, etc.	Finalized + 90 days	1 3/4 years	Finalized + 2 years	Mag, Ppr			Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC and UAC require plans be retained 180 days from completion date for residential and appurtenances; UAC §303.2; CBC §106.4.2; H&SS§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
(OFR)								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop / Building & Safety		Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	P				Mag, Mfr, OD Ppr	S
Comm. Develop / Building & Safety		Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (Involving medial, restaurant or change of use), PRODUCTION HOMES (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P				Mag, Mfr, OD Ppr	S
<i>Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC and UAC require plans be retained 90 days from completion date for residential and appurtenances; UAC §303.2; CBC §106.4.2; H&SS§19850, GC §34090</i>								
<i>Yes: Finalled + 1 year</i>								
<i>Yes: After QC</i>								

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Develop / Building & Safety	Certificates of Occupancy	Life of the Building	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Yes: After Department Preference; GC §34090			
Comm. Develop / Building & Safety	Complaints	3 years	3 years	Mag, Ppr			GC §34090			
Comm. Develop / Building & Safety	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	2 years	2 years	Mag, Ppr			GC §34090			
Comm. Develop / Building & Safety	Covenants	Expiration + 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Yes: After Department preference; GC §34090			
Comm. Develop / Building & Safety	Performance Bonds, Security Bonds, Surety and Similar Bonds	Building Finalized + 2 years		Mag, Mfr, OD, Ppr		No	Securities (Performance Bonds, Letters of Credit, CDs, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §26202			
Comm. Develop / Building & Safety	Insurance Certificates: Contractors Proof of Insurance (Worker's Compensation, etc.)	2 years		Mag, Ppr			GC §34090			

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Develop / Building & Safety	(OFR)	Parking Surveys	2 years			Mag, Ppr				
Comm. Develop / Building & Safety		Rent Adjustment Case Files	Completion + 3 years	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC No: Department Preference; GC §34090 et seq.			
Comm. Develop / Building & Safety		Rent Adjustment Reports	3 years		Mag, Ppr			GC §34090 et seq.		
Comm. Develop / Building & Safety		Reports: Building Activity (Annual)	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090		
Comm. Develop / Building & Safety		Reports: Building Activity (Monthly)		When No Longer Required	Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.		
Comm. Develop / Building & Safety		Reports: Engineering Calcs & Corrections	Project Finalled + 90 days	1 3/4 years	Project Finalled + 2 years	Mag, Ppr		This information is contained in the Plans (Preliminary drafts); GC §34090 et seq.		
Comm. Develop / Building & Safety		Reports: Soils Reports, Deed Restrictions, Special Studies	P		Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC No: Department Preference; GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Comm. Develop / Building & Safety	Requests & Permissions to Receive Copies of Plans	2 years		2 years			Mag, Ppr		GC §34090 et seq.
Comm. Develop / Building & Safety	Witness Depositions where the City is NOT a party (private party disputes) If the City is a party, The City Attorney is the OFR	2 years		2 years			Mag, Ppr		GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
CODE ENFORCEMENT & GRAFFITI ABATEMENT									
Comm. Develop. / Code Enforce.	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Ppr		Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; CFC §104.3.4, GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)		Active (in office)	Inactive (Records Center)				Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
ENGINEERING							
Comm. Develop. / Engineering	Abandonments / Vacations (Streets) - Private Development Projects	P		P	Yes (all)	Mag, Mfr, OD, Ppr	Yes: After 2 years GC §34090 et seq.
Comm. Develop. / Engineering	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (FORMATION, BOUNDARIES)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	Yes: 1 year GC §34090.7
Comm. Develop. / Engineering	Bonds: Subdivision Bonds, Logs and Correspondence City Clerk holds these and provides to Engineering upon request					Mag, Mfr, OD, Ppr	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Comm. Develop. / Engineering	Developer Payment / Trusts (Contractor's Trusts)				Release of Bond / Security + 2 years		
Comm. Develop. / Engineering	Encroachment Permits	P			Project Close + 5 years	Mag, Ppr	Census Bureau is OFR; GC §34090 et seq.
Comm. Develop. / Engineering	Engineering Comments: Planning & Building Projects / Plan Check Comments	5 years		P		Mag, Mfr, OD, Ppr	Yes: 1 year GC §34090
Comm. Develop. / Planning or Building		5 years				Mag, Ppr	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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Comm. Develop. / Engineering	OFR	Geotechnical and Soils Reports	P	P	P		Mag, Mfr, OD, Ppr Yes: 1 year §34090			
Comm. Develop. / Engineering		Grading Permits & Plans	P	P	P		Mag, Mfr, OD, Ppr Yes: 1 year §34090			
Comm. Develop. / Engineering		Improvement Plans	P	P	P		Mag, Mfr, OD, Ppr Yes: 1 year §34090			
Comm. Develop. / Engineering		Private Development Construction Inspections	P	P	P		Mag, Mfr, OD, Ppr Yes: 1 year §34090			
City Clerk		Rights of Way, Easements	P	P	P	Yes (all) 2 years	Mag, Mfr, OD, Ppr Yes: After 2 years (copies); GC §34090.7			
Comm. Develop. / Engineering		Subdivisions	P	P	P		Mag, Mfr, OD, Ppr Yes: 1 year §34090			
Comm. Develop. / Engineering		Transportation Permits / Wide Load Permits	Expiration + 2 years	Expiration + 2 years	Expiration + 2 years		Mag, Ppr GC §34090			

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
LANDSCAPE & LIGHTING ASSESSMENT DISTRICTS										
Comm. Develop. / Landscape & Lighting Districts	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (ASSESSMENT ROLLS)		5 years	5 years	Yes: Until Submitted to County	Mag, Ppr		Department Preference (meets auditing standards); GC §34090.7		
Comm. Develop. / Landscape & Lighting Districts	Contract Administration: Maintenance Contracts		Completion	5 years	Completion + 5 years	Mag, Mfr, OD, Ppr	S/I	Statute of limitations is 4 years for contracts; Errors and Omissions does not apply; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements; CCP §§337.337.1(a), 337.15, 343; GC §34090		
Depart. Providing Service / Work	Work Orders / Service Requests DATABASE		Indefinite			Mag		Data is interrelated; GC §34090		
Depart. Providing Service / Work	Work Orders / Service Requests - All Information Entered in Database		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090		

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Depart. Providing Service / Work	(OFR)	Work Orders / Service Requests - NOT entered in Database (or partial information entered into Database) (Division providing service retains originals; Division requesting service is considered a copy)			5 years		Mag Ppr	City preference; CCP §§3338 et seq., 340 et seq., 342, GC §§945.6, GC §34090		

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PLANNING										
Comm. Develop / Planning	Affidavits of Publications / Public Hearing Notices / Legal Advertising	Project Approval + 2 years	Project Approval + 2 years	Mag, Mfr, OD, Ppr	S / I	Yes	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq., 349.4; GC §§34090, 54960.1(c)(1)			
Comm. Develop / Planning AND City Clerk	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	Mag, Mfr, OD, Ppr	S / I	Yes	Land Records; GC §34090			
Comm. Develop / Planning	Architectural Commission Agenda Packets	2 years	2 years	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference - copies of Staff Reports are filed in the Entitlement Folder; GC §34090.7			
Comm. Develop / Planning	Architectural Commission Agendas, Agenda Synopsis	2 years	2 years	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	GC §34090			
Comm. Develop / Planning	Architectural Commission Approvals / Letters	5 years	P	Yes (all)	Mag, Mfr, OD, Ppr	Yes: After 1 year	Department Preference; GC §34090			
Comm. Develop / Planning	Architectural Commission Audio Recordings	2 years	2 years	Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)			

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	Architectural Commission Minutes & Bylaws (copies)	5 years	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference (copies); Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090.7			
Comm. Develop / Planning	Census, Demographics	2 years After Census		Mag, Ppr			Department preference (Non-Records - Census Bureau is OFRY); GC §34090 et seq.			
Comm. Develop / Planning	Design Review Commission Agenda Packets	2 years	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference - copies (the Staff Reports are filed in the Entitlement Folder); GC §34090.7			
Comm. Develop / Planning	Design Review Commission Agendas, Agenda Synopsis	2 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	GC §34090			
Comm. Develop / Planning	Design Review Commission Audio Recordings	2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)			
City Clerk	Design Review Commission Minutes & Bylaws (copies)	5 years	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference (copies); Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090.7			
City Clerk	Design Review Commission Resolutions	P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department preference (copies); GC §34090.7			

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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			Active (in office)	Inactive (Records Center)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Comm. Develop / Planning	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)	P					Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090			
Comm. Develop / Planning	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)	P	When No Longer Required				Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file			
Comm. Develop / Planning	General Plan, Elements and Amendments	P					Yes: After Amended GC §34090			
Comm. Develop / Planning	Master Plans, Specific Plans, Bikeway Plans, etc.	P					Yes: After Amended GC §34090			
Comm. Develop / Planning	Planning Commission Agenda Packets, Synopsis, Agendas	2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference - copies (the Staff Reports are filed in the Entitlement Folder); GC §34090.7			
Comm. Develop / Planning	Planning Commission Audio Recordings	2 years			Tape (Mag)		Department preference; State law only requires for 30 days; GC §54953.5(b)			

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk		Planning Commission Minutes & Bylaws (copies)	Copies - When No Longer Required	Copies - When No Longer Required	Yes	Yes	Mag, Mfr, OD, Ppr	S	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.	
			P	P	Yes	Yes	Mag, Mfr, OD, Ppr	S		
Comm. Develop / Planning		Planning Commission Resolutions	P				Mag, Mfr, OD, Ppr	S	Yes: After 10 years GC §34090 et seq.	
Comm. Develop / Planning		<u>Planning Project Files - Approved & Denied Permanent Entitlements</u> (Includes Associated CEOA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps - whether withdrawn or expired or not) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.						Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7 Yes: When Inactive		
			P	P	Yes	Yes	Mag, Mfr, OD, Ppr			

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Planning Project Files - Approved & Unapproved Temporary Entitlements:									
Comm. Develop / Planning	<u>Christmas Tree Lots</u> , Temporary Barricades with Artwork, Debris Boxes, Pumpkin Lots, Temporary Signs, etc.	2 years			2 years	Yes: During Event	Mag, Ppr	Temporary uses; Department maintains complete files for administrative purposes; GC §§34090	
Comm. Develop / Planning	Preliminary Review File				5 years		Mag, Mfr, OD, Ppr	S / I Yes: After 1 year application submitted; GC §34090	
Comm. Develop / Planning	Project Log Index / Spreadsheets / Binders of Historic Actions	P			P	Yes	Mag, Mfr, OD, Ppr	S / I Yes: After 1 year application submitted; GC §34090	
Comm. Develop / Planning	Special Studies				2 years		Mag, Ppr	GC §34090	
City Clerk	Zoning Amendments, Zoning Text Amendments	P			P	Yes	Mag, Mfr, OD, Ppr	S / I Yes: After 1 year application submitted; GC §34090.7	
Comm. Develop / Planning	Zoning Maps				P	Yes (all)	Mag, Mfr, OD, Ppr	S No	
Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7									

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
HUMAN SERVICES									
Commun. Services / Human Services	Check In List	2 years		2 years		Mag, Ppr			GC §34090
Commun. Services / Human Services	Client & Services Database / Service Tracking Database	Indefinite		Indefinite		Mag			Department Preference; data fields are interrelated; GC §34090
Commun. Services / Human Services	Community Assistance Funding Successful Applications	Completion + 6 years		Completion + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive No: After 4 years	Department preference; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years statewide guidelines propose 4 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, & 570.502(b); 29 CFR 97.42; GC §34090
Commun. Services / Human Services	Community Assistance Funding Unsuccessful Applications	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Commun. Services / Human Services	(OFR)	Contracted Services (At-Risk, Homeless programs, etc) (Correspondence, Project Administration, Project Schedules, etc.)	Completion	10 years or After Funding Agency Audit, if required, whenever is longer	+ 10 years or After Funding Agency Audit, if required, whenever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090	Yes: Upon Completion
Commun. Services / Human Services	Special Events & Programs (CLASP, etc.)	Waivers of Liability	When No Longer Required - Minimum 3 years	2 years	When No Longer Required - Minimum 3 years	2 years	Mag, Ppr	Department preference; GC §34090	GC §34090	
Commun. Services / Human Services										

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
LIBRARY										
Commun. Services / Library	Collection Agency Statements	7 years	7 years			Mag, Ppr				
Commun. Services / Library	Facility Rental Applications (Room Reservations, etc. - also see Insurance on City-wide)	2 years	2 years	Yes: Before Event	Mag, Ppr			GC §34090		
Commun. Services / Library	Grants - Library (Successful)	Final Expenditure + 5 years	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090		
Commun. Services / Library	Donations - Receipts	5 years	5 years		Mag, Ppr			Meets municipal government auditing standards; GC §34090		
Commun. Services / Library	Grants - Library (Unsuccessful)	2 years	2 years		Mag, Ppr			GC §34090		
Commun. Services / Library	Circulation Transaction Records on Microfilm	When No Longer Required	When No Longer Required		Mfr			Transitory records not retained in the ordinary course of business; Library system qualifies as a trusted system and can re-create reports accurately; GC §34090		
Commun. Services / Library	Reports: Annual Report - Library	P	P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090		
Commun. Services / Library	Records of Significant Historical Value	P	P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090		

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years) since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Commun. Services / Library	Reports: Other than Annual Report - Library	When No Longer Required	When No Longer Required	When No Longer Required	Mag, Ppr			Transitory records not retained in the ordinary course of business; Library system qualifies as a trusted system and can re-create reports accurately; GC §34090
Commun. Services / Library	Library Management System / Database	When No Longer Required	When No Longer Required	When No Longer Required	Yes Mag			Department preference; Data Fields / Records are interrelated; GC §34090
Commun. Services / Library	Library Statistics / Circulation Reports	When No Longer Required	When No Longer Required	When No Longer Required	Mag, Ppr			Copies / Preliminary Drafts; GC §34090.7
Commun. Services / Library	Patron Applications for Library Cards	When No Longer Required	When No Longer Required	When No Longer Required	Ppr			Department Preference; Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Commun. Services / Library	Program Sign Ups (e.g. Children's Programs, Summer Reading)	When No Longer Required	When No Longer Required	When No Longer Required	Mag, Ppr			Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Commun. Services / Library	Receipts for Lost Books, etc.	2 years	3 years	5 years	Mag, Ppr			Meets municipal government auditing standards; GC §34090
Commun. Services / Library	Release Forms / Exhibit Waivers / Photo Releases (Artists / Exhibitor's)	2 years	2 years	Yes: Before Event	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
RECREATION & PARKS & ADMINISTRATIVE SUPPORT										
Commun. Services / Recreation & Parks & Admin. Support	Activity / Special Programs / Special Event Files	Children's Programs, Cultural Arts, Sports, Seniors, Filming, Musicals, Weddings, Theatre Programs etc.	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 3 years	Completion + 2 years	Yes: Until Completion 5 years	Mag, Ppr Mfr, OD, Ppr S			
Commun. Services / Recreation & Parks & Admin. Support	Agreements for Contractors: Class Instructors, Sports Leagues, etc.				Completion + 3 years	Yes: Until Completion 5 years	Mag, Mfr, OD, Ppr S			
Commun. Services / Recreation & Parks & Admin. Support	Art Exhibits and Collections - Community / External Art				2 years	Mag, Mfr, OD, Ppr	GC §34090			
Commun. Services / Recreation & Parks & Admin. Support	Art Exhibits and Collections (Administration, etc.)				Completion + 4 years	Mag, Mfr, OD, Ppr	Statute of Limitations for contracts is 4 years, personal property 3 years; meets auditing requirements; CCP §§337, 338; GC §34090			

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Commun. Services / Recreation & Parks & Admin. Support	(OFR)	Art Exhibits and Collections (Summary / Historical Records)	Completion + 4 years	P	P		Mag, Mfr, OD, Ppr Department Preference; GC §34090			
Commun. Services / Recreation & Parks & Admin. Support		Art in Public Places (Records Pertaining to Art Acquired by the City)		Completion	Life of the Author + 20 years	Mag, Mfr, OD, Ppr	Rights of authors extend for the life of the author's; State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090			
Commun. Services / Recreation & Parks & Admin. Support		Cash Receipts Detail / Backup / Refunds		2 years		Mag, Ppr	Summaries are sent to Finance; GC §34090			
Commun. Services / Recreation & Parks & Admin. Support		Citations issued by Park Rangers		2 years		Ppr	GC §34090			

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Commun. Services / Recreation & Parks & Admin. Support	(OFR)	Donations (Money)	2 years		2 years		Mag, Ppr	Summaries are sent to Finance; GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)		Completion	Life of the Author + 20 years		Mag, Mfr, OD, Ppr	Rights of authors extend for the life of the author(s); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		Evaluations/Surveys (Program Evaluations)		When No Longer Required			Mag, Ppr	Department Preference (Transitory record not retained in the ordinary course of business); GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		Events - Receptions (small, medium or large)	2 years				Mag, Mfr, OD, Ppr	Not a city-sponsored function; GC §34090	

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Commun. Services / Recreation & Parks & Admin. Support	(OFR)	Facility Use and Equipment Applications	2 years	2 years	2 years	Yes: Before Event	Mag, Ppr	GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		First Aid (bandages, scratches, etc)	2 years	2 years	2 years		Mag, Ppr	GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		Grant Program (Grants to Others)	5 years	5 years	5 years		Mag, Mfr, OD, Ppr	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; statewide guidelines propose 4 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, & 570.502(b); 29 CFR 97.42; GC §34090	
Commun. Services / Recreation & Parks & Admin. Support							S / I	Yes: When Inactive	

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
Commun. Services / Recreation & Parks & Admin. Support		Lifeguard Certification & Licenses	Separation + 3 years	Separation + 3 years	Separation + 3 years		Mag Ppr	Department Preference; GC §§12946, 34090	
Commun. Services / Recreation & Parks & Admin. Support		Open Space (Records pertaining to Open Space in the City)	P	P	P		Mag, Ppr	Department Preference; GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		Park History	P	P	P		Mag, Ppr	Department Preference; GC §34090	
Commun. Services / Recreation & Parks & Admin. Support		Park Ranger Program	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years		Mag, Ppr	Department Preference; GC §34090 et seq.	
Commun. Services / Recreation & Parks & Admin. Support		Permits: Film, Photography, Special Events Includes Insurance Certificates Submitted by the Applicant	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Yes: While Before Expiration	Mag, Ppr	GC §34090	

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply at full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Commun. Services / Recreation & Parks & Admin. Support	(OFR)	Pesticide Application Records	2 years	2 years	2 years	Mag Ppr	Department Preference (agricultural pesticide records are required for 2 years); GC §26202, 3 CCR 6623, 40 CFR 171.11 et seq.			
Commun. Services / Recreation & Parks & Admin. Support		Playground Equipment Inspections	10 years	10 years	10 years	Mag, Ppr	Department Preference; GC §34090			
Commun. Services / Recreation & Parks & Admin. Support		Recreation Database	Indefinite	Indefinite	Indefinite	Mag	Department Preference; data is interrelated; GC §34090			
Commun. Services / Recreation & Parks & Admin. Support		Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	2 years	4 years	Mag, Ppr	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343			
Commun. Services / Recreation & Parks & Admin. Support		Scholarship Applications	2 years	2 years	2 years	Ppr	GC §34090			

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Commun. Services / Recreation & Parks & Admin. Support	Senior Food / Lunch Program Registrations		4 years		4 years		Mag, Ppr			
Commun. Services / Recreation & Parks & Admin. Support	Sign-in / Sign-out sheets		2 years		2 years		Ppr	GC §34090		
Commun. Services / Recreation & Parks & Admin. Support	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules		When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr	Department Preference; GC §34090 et seq.		
Depart. Providing Service / Work	Work Orders / Service Requests DATABASE		Indefinite		Indefinite		Mag	Data is interrelated; GC §34090		
Depart. Providing Service / Work	Work Orders / Service Requests - All Information Entered in Database		When No Longer Required		When No Longer Required		Mag Ppr	Preliminary drafts (the database is the original); GC §34090		

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Depart. Providing Service / Work		Work Orders / Service Requests - NOT entered in Database (or partial information entered into Database) (Division providing service retains originals; Division requesting service is considered a copy)			5 years		Mag Ppr	City preference; CCP §§3338 et seq., 340 et seq., 342, GC §§945.6, GC §34090		

RECORDS RETENTION SCHEDULE - EMERGENCY MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply at full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Emergency Manage.	After Action Reports & Lessons Learned (Exercises & Actual Events)	Indefinite		Indefinite		When No Longer Required	Mag, Ppr	Confidential; Department preference; GC §34090		
	Distribution Logs (various documents)	When No Longer Required	When Superseded	When Superseded	When Superseded	When Superseded	Mag, Ppr	Non-records		
Emergency Manage.	Draft Emergency Response Database and Plans	When Superseded	Superseded	Superseded + 2 years	Superseded + 2 years	Mag, OD, Ppr	Mag, OD, Ppr	Department preference (drafts); GC §34090		
Emergency Manage.	Emergency Plans / Disaster Preparedness Manuals, etc.	When Superseded + 2 years	Superseded + 2 years	Indefinite	Indefinite	Yes: After Supersed	S / I	Yes: Department Preference; GC §34090		
Emergency Manage.	Employee Training Logs	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Yes: When Inactive	Mag, Ppr	Data is interrelated; GC §34090		
Emergency Manage.	Equipment and Projects	P	P	P	P	Yes: After QC'd	Mag, OD, Ppr	Department Preference; GC §34090		
Emergency Manage.	Event Binders (Significant Events): Archive / Historical Records	10 years	After Funding Agency Audit, if Required - Minimum 10 years	Event Close Out + 5 years	After Funding Agency Audit, if Required - Minimum 10 years	Yes: When Inactive	Mag, OD, Ppr	Yes: Department Preference to ensure FEMA reimbursement, if appropriate; GC §34090		
Emergency Manage.	Federal Declaration Claims / Grants (Homeland Security, FEMA, VASI)									

RECORDS RETENTION SCHEDULE - EMERGENCY MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (In office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Emergency Manage.	FEMA Event Binders / Federal Declaration (Significant Events); Communication Logs, Event Logs, After Action Reports, Staff Debriefing Reports	Event Close Out + 5 years	After Funding Agency Audit, if Required - Minimum 10 years	After Funding Agency Audit, if Required - Minimum 10 years	After Funding Agency Audit, if Required - Minimum 10 years	When Superseded	Mag, Mfr, OD, Ppr	S	Yes: When Inactive		
Emergency Manage.	Inventory of Emergency Equipment & Locations	When Superseded	2 years	When No Longer Required	2 years	When No Longer Required	Mag, Ppr	Mag, Ppr	Data is interrelated; GC §34090		
Emergency Manage.	Preparedness Projects						Mag, Ppr	Mag, Ppr	GC §34090		
Emergency Manage.	Speech Notes						Mag, Ppr	Mag, Ppr	Preliminary drafts not retained in the ordinary course of business; GC §34090		
Emergency Manage.	Training / Exercises / Meetings - Emergency Response / SEMS / ICS / OES (Attendance Rosters, Outlines and Materials)	2 years	After Funding Agency Audit, if Required - Minimum 10 years	After Funding Agency Audit, if Required - Minimum 10 years	After Funding Agency Audit, if Required - Minimum 10 years	After Funding Agency Audit, if Required - Minimum 10 years	Mag, Mfr, OD, Ppr	S	Yes: When Inactive		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. fast document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
EMERGENCY MEDICAL SERVICES										
Fire / Operations or EMS	Daily Safety Checks / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years	2 years	2 years	2 years	Ppr		GC §34090		
Fire / EMS	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years	3 years	3 years		Mag, Ppr		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090		
Fire / EMS	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years	Superseded + 6 years	Superseded + 6 years		Mag, Mfr, OD, Ppr	Yes: After 1 year	24 CFR 164.530(j)		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options I=Import M=Mfr S=Scan	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / EMS	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ALL (medical and non-medical.)	3 years	17 years	20 years	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145		
Fire / Admin.	Vehicle Purchase & Maintenance Files			Disposal + 2 years	Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years, 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
FIRE ADMINISTRATION										
Fire / Admin.	Annual Reports / Fire Incident Statistics	P	P			Mag, Mfr, OD, Ppr	S/I	No		
Fire / Admin.	Apparatus & Equipment Records & Testing	Disposal + 2 years	Disposal + 2 years			Mag, Ppr		Retained for historical and administrative value; GC §34090		
Fire / Admin. Or Police	Citizen's Emergency Response Training / Neighborhood Training Course Records, Roster, etc.	5 years	5 years			Mag, Mfr, OD, Ppr	S/I	Yes: When Superseded		
Fire / Admin.	DMV Pull Notices (Fire Employees Only)	When Superseded	When Superseded			Mag Ppr		Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090		
Emergency Manage.	Emergency Plans / Disaster Preparedness Manuals, etc.	Copies - When Superseded	Copies - When Superseded			Mag, Mfr, OD, Ppr	S/I	Yes: After GC §34090.7 Superseded		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>									
Fire / Admin. OR Fire Prevention or Police (for Arson) State of California	Fire Incident Reports	Life of Building - Minimum 3 years	Indefinite	Life of Building - Minimum 3 years	Indefinite	Yes	Mag	Mag, Mfr, OD, Ppr	Department preference; data is in RMS database; GC §34090 et seq.
Fire / Admin.	Fire Incident RMS Database	Indefinite	15 years	15 years	15 years	Yes	Mag	Mag, Mfr, OD, Ppr	Data is Interrelated; GC §34090 et seq.
ISO Insurance Ratings							S / I	S / I	Yes: When Superseded
Mutual Aid Agreements, Joint Power Authorities		When No Longer Required	When No Longer Required	When No Longer Required	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Programs and Projects							Mag, Ppr	Mag, Ppr	Department Preference; GC §34090 et seq.
Respiratory Fit Tests for Breathing Apparatus (all departments)		Separation + 30 years	Separation + 30 years	Separation + 30 years	Separation + 30 years	Yes	Mag, Ppr	Mag, Ppr	Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
Fire / Admin.	Staff Meeting Minutes	2 years	2 years	2 years	2 years	Yes	Ppr	Ppr	GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	Telestaff Database (Time Sheets)	5 years	5 years	5 years	5 years	Mag, Ppr		Department preference; GC §34090 et seq.		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
FIRE MARSHALL / FIRE PREVENTION										
Fire / Fire Marshall & Fire Prevention	Alarm Plans and Sprinkler Plans (large format drawings)	P	P	Life of Building - Minimum 3 years	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Department preference; GC §34090 et seq.		
Fire / Fire Marshall & Fire Prevention	Annual Fire Inspections / Business Inspection Files / Citations / Notice of Violations	Life of Building - Minimum 3 years	When No Longer Required	Indefinite	Mag, Ppr	S/I	Yes: After 5 years	California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC §104.3.2, §104.3.4, GC §34090		
Community Develop / Building	Conditions of Approval	When No Longer Required	Indefinite	Yes: Before Event	Mag, Ppr			Preliminary Drafts or Copies; GC §34090 et seq.		
Fire / Fire Marshall & Fire Prevention	Fire Code Permit Database / Special Event Permit Database (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Indefinite						Data is interrelated; GC §34090 et seq.		
Fire / Fire Marshall & Fire Prevention	Pre-Fire Plans	When Superseded			Mag, Ppr			GC §34090 et seq.		
Fire / Fire Marshall & Fire Prevention	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years			Mag, Ppr			Department Preference; GC §34090		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Community Develop / Building	Record Drawings ("As-Builts") and CAD drawings of buildings	Copies - When No Longer Required	Copies - When No Longer Required	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, OD, Ppr	S/l		
Fire / Fire Marshall & Fire Prevention	School Safety Program						Mag, Ppr			
Fire / Fire Marshall & Fire Prevention	Service Requests / Complaint Cards (Weed Abatement)	2 years	2 years	2 years	2 years	2 years	Mag, Ppr	GC §34090		

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
OPERATIONS / SUPPRESSION										
Fire / Operations	Day Sheets	2 years		2 years	Yes:	Before Event	Mag, Ppr	GC §34090		
Fire / Operations	Station Log Books (Incidents - kept at Fire Stations)	2 years	P	P			Mag, Mfr, OD, Ppr	S/I		
Lead Dept.	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr	No Retained for historical and administrative value; GC §34090		

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Retention / Disposition	Comments / Reference
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
Information Technology	Backup Tapes - TAPE LIBRARY	When No Longer Required	When No Longer Required	Yes	Media Options I=Import M=Mfr S=Scan	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	Inventory, Information Systems	When No Longer Required	When No Longer Required	Yes	Media Options I=Import M=Mfr S=Scan	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	Cable TV - Complaints regarding Cable Services	2 years	2 years	Yes	Media Options I=Import M=Mfr S=Scan	GC §34090 et seq.
Information Technology	Cable TV - Video Recordings - Public Service Announcements, Special Events, Non-City Business, Community Programming.	When No Longer Required	When No Longer Required	Yes	Media Options I=Import M=Mfr S=Scan	Non-records; GC §34090 et seq.
Information Technology	Cable TV - Video Recordings / Tapes of meetings (Council and Planning Commission only)	5 years	5 years	Yes	Media Options I=Import M=Mfr S=Scan	Department preference; Video tapes are required for only 90 days; GC §34090.7
Information Technology	Cable TV - Video Recordings / Tapes of Board and Commission meetings - other than Planning Commission or Council	5 years	5 years	Yes	Media Options I=Import M=Mfr S=Scan	Video tapes are required for only 90 days; GC §34090.7
Information Technology	Network Configuration Maps & Plans	When No Longer Required	When No Longer Required	Yes	Media Options I=Import M=Mfr S=Scan	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION and/or CHIEF OF POLICE										
Police / Admin. / Chief	Activities / Traffic Accidents Involving Officers (Formal)	P				Mag, Ppr				
Police / Admin. / Chief	Activities / Traffic Accidents Involving Officers (Informal)	2 years		2 years		Mag, Ppr				
Police / Admin. / Chief	Activities: Crime & Arrest Summaries	2 years		2 years		Mag, Ppr				
Police / Admin. / Chief	Activities: Monthly Admin Report	5 years		2 years		Mag, Ppr				
Police / Admin. / Chief	Activities: Use of Force List	10 years		10 years		Mag, Ppr				
Police / Admin. / Chief	Activities: Weekly Report	2 years		2 years		Mag, Ppr				
Police / Admin. / Chief	Activities: Weekly Report	2 years		2 years		Mag, Ppr				
Police / Admin. / Chief	Carry Concealed Weapon Permits (CCW) - Approved	Expiration + 10 years		Expiration + 10 years		Mag, Ppr				
Police / Admin. / Chief	Carry Concealed Weapon Permits (CCW) - Denied	10 years		10 years		Mag, Ppr				

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan QC'd?	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Police / Admin. / Chief	DMV Pull Notices (Police Employees Only)	P		P			Mag, Ppr		
Police / Admin. / Chief	Employee Comp Time Log (Excel)	Separation + 2 years		Separation + 2 years			Mag, Ppr		
Police / Admin. / Chief	Equipment & Uniform Authorization	2 years		2 years			Mag, Ppr		
Police / Admin. / Chief	Informal Disciplinary Actions (Supervisory Notes)	1 year		1 year			Mag, Ppr		
Police / Admin. / Chief	Intelligence Files	5 years		5 years			Mag, Mfr, OD, Ppr	S /	Yes: When Superseded

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief	Internal Affairs Investigations / Complaints: CITIZENS COMPLAINTS, except Officer Involved Shootings (May include criminal acts, moral turpitude, complaints generated from a citizen)		Final Disposition + 5 years		Mag, Ppr		State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(G), 832.5, VC §2547	
Police / Admin. / Chief	Internal Affairs Investigations / Complaints: Officer Involved Shootings		Final Disposition + 5 years		Mag, Ppr		State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(G), 832.5, VC §2547	

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief	Internal Affairs Investigations / Complaints: INTERNALLY-GENERATED COMPLAINTS (Excludes criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 3 years	Final Disposition + 3 years	Mag, Ppr			Department Preference; State & federal laws require retention until final disposition of formal complaint; state requires 2 years after action is taken; statute of limitations is 4 years for misconduct; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), EVC §1045, GC §§12946, 34090	
Police / Admin. / Chief	LiveScan Responses or Logs (CORI Responses) for Sworn Officers, Dispatchers and Jailers	Separation + 5 years	Separation + 5 years	Mag, Ppr			Department Preference to cover the possible length of employment of any employee or volunteer (DOJ allows retention for legitimate business needs); must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCI; § 34090 et seq.	
Police / Admin. / Chief	Overtime & Special / Extra Duties / Paid Time (Requests)	2 years	2 years	Mag, Ppr			GC §34090	

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. / Chief	Personnel Background Packet - POLICE Unsuccessful (not hired)	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 3 years	Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090		
Police / Admin. / Chief	Personnel Files - Police Department Employees Includes Evaluations, Training Certificates, Evaluations, Medical Records, etc.	Separation + 1 year	P	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090		
Police / Admin. / Chief	Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)		P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded Department Preference; GC § 34090 et seq.		
Police / Admin. / Chief	Polygraph Records	2 years		2 years	Mag, Ppr			Department Preference; GC § 34090 et seq.		
Police / Admin. / Chief	Reports and Studies - Historical	P	P	P	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference; GC § 34090 et seq.			

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. / Chief	Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Mag, Ppr	Mag, Ppr			Department Preference; GC § 34090 et seq.		
Police / Admin. / Chief	Time Off Requests / Sick Slips	2 years	2 years	Mag, Ppr	Mag, Ppr			Department Preference; preliminary drafts; GC §34090 et seq.		
Police / Admin. / Chief	Weapons Database / Department Weapons	Indefinite	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATIVE SERVICES - COMMUNICATIONS / CAD / DISPATCH										
Police / Admin. Services - Commun.	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	1 year	1 year	1 year	Mag			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, .34090.6		
Police / Admin. Services - Commun.	Logs: 911 Log / Printout	1 year	1 year	1 year	Mag, Ppr			Department preference; Preliminary draft (the RMS is the original); GC §34090 et seq.		
Police / Admin. Services - Commun.	Special Watch Requests	2 years	2 years	2 years	Mag, Ppr			GC §34090 et seq.		
Police / Admin. Services - Commun.	Surveillance Videos	13 months	13 months	13 months	Mag			Department preference; Records regular and ongoing operations as well as public activities; GC §§34090.6, 60201 et seq.		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATIVE SERVICES - JAIL										
Police / Admin. Services - Jail	Logs: Jail Booking	10 years	10 years			Mag. Ppr		Department preference; GC §34090 et seq.		
Police / Admin. Services - Jail	Logs: Jail Housing	2 years	2 years			Mag. Ppr		Department preference; GC §34090 et seq.		

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
ADMINISTRATIVE SERVICES - EVIDENCE BUREAU									
Admin. Services - Police / Records		Crime Report Photos, Mug Shots	Follows the Retention Period of the Arrest Packet			Mag. Mfr OD. Ppr	\$ /	Yes: After 1 year	Department Preference; GC §34090
Admin. Services - Police / Evidence Bureau		Forfeiture Notification	2 years			Mag. Ppr			GC §34090
Admin. Services - Police / Evidence Bureau		Gun and Narcotics Destruction Log (Documents related to)	7 years			Mag. Ppr			Department Preference; GC §34090
Admin. Services - Police / Evidence Bureau		Logs: Evidence Register	5 years	5 years		Mag. Ppr			Department Preference; GC §34090
Admin. Services - Police / Evidence Bureau		Property Release	5 years			Mag. Ppr			Department Preference; GC §34090
Admin. Services - Police / Evidence Bureau		Property Tag Logs	2 years			Mag. Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATIVE SERVICES - IDENTIFICATION BUREAU										
Admin. Services - Police / Identific. Bureau	Digital Images / Photos	P		P				Mag. Mfr, OD, Ppr	S / I	Yes: After 2 years §34090
Admin. Services - Police / Identific. Bureau	Fingerprint Cards		After Entry into LiveScan				Mag. Ppr			Department preference to cover accreditation cycles; GC §34090
Admin. Services - Police / Records	Latent Print File		Follows the Retention Period of the Crime Report				Mag. Mfr, OD, Ppr	S / I	Yes: After 1 year §34090	
Admin. Services - Police / Identific. Bureau	Negative Photo File	P					Mag. Mfr, OD, Ppr	S / I	Yes: After 2 years §34090	
Admin. Services - Police / Identific. Bureau	Photo File	P					Mag. Mfr, OD, Ppr	S / I	Yes: After 2 years §34090	

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATIVE SERVICES - RECORDS										
Finance	Alarm Billing	Copies - When No Longer Required				Mag, Ppr		GC §34090.5		
Police / Admin. Services - Records	Arrest / Citation Register	P				Mag, Ppr		Department preference; GC §34090		
Police / Admin. Services - Records	ARREST FILES / ALPHA PACKETS: ALL FELONIES, Except Those Specifically Mentioned in the Schedule	7 years	23 years	30 years	Yes	Mag, Mfr, OD, Ppr	Yes: After QC PC §§187, 800 et seq.	Department Preference; H&S §11361.5, GC §34090, PC §802,		
Police / Admin. Services - Records	ARREST FILES / ALPHA PACKETS: ALL MISDEMEANORS Except Those Specifically Mentioned in the Schedule	7 years	13 years	20 years	Yes	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; H&S §11361.5, GC §34090		
Police / Admin. Services - Records	ARREST FILES / ALPHA PACKETS: ALL MUNICIPAL CODE VIOLATIONS	7 years	3 years	10 years	Yes	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Police / Admin. Services - Records	(OFR)	ARREST FILES / ALPHA PACKETS:	7 years	3 years	10 years	Yes	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC No: Department Preference; GC §34090		
Police / Admin. Services - Records		ALL VEHICLE CODE VIOLATIONS, Except Those Specifically Mentioned in the ARREST FILES / ALPHA PACKETS:									
Police / Admin. Services - Records		Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC No: ("Shall" Destroy); GC §68152(e)(8)		
Police / Admin. Services - Records		ARREST FILES / ALPHA PACKETS:									
Police / Admin. Services - Records		Misdemeanor - Juvenile Marijuana - H&S §11357(E)									
Police / Admin. Services - Records		ARREST FILES / ALPHA PACKETS:									
Police / Admin. Services - Records		Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag. Ppr		(Courts and other Agencies "Shall" destroy); H&S § 11361.5 et seq., GC§68152(e)(8)		
									(Courts and other Agencies "Shall" destroy); H&S § 11361.5 et seq., 11357(e)		

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. Services - Records	(OFR)									
Police / Admin. Services - Records	ARREST FILES / ALPHA PACKETS:	Sealing Date + 5 years (Or Court Order)	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag. Mfr, OD., Ppr	S/M/I	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §26202; W&I §§389(a), 781(d)		
Police / Admin. Services - Records	Sealed Juvenile and Ward Cases									
Police / Admin. Services - Records	ARREST FILES / ALPHA PACKETS:	P		Yes	Mag. Mfr, OD., Ppr	S/M/I	Yes: After QC	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799		
Police / Admin. Services - Records	Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290)									
Police / Admin. Services - Records	ARREST FILES / ALPHA PACKETS:									
Police / Admin. Services - Records	Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Date of Arrest + 3 years	Yes: Before Disposition	Mag. Mfr, OD., Ppr	S/M/I	Yes: After QC	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §26202; PC §851.8(a)		
Police / Admin. Services - Records	Bail / Bond Transmittals	5 years	5 years					Department Preference; GC §34090		

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Police / Admin. Services - Records	(OFR)	Business Permits (Regulatory) - BUSINESS OWNER: Massage, Taxi, etc.	Expiration + 2 years	Expiration + 2 years	Expiration + 2 years		Mag, Ppr		GC §34090		
Police / Admin. Services - Records		Business Permits (Regulatory) - TECHNICIAN / DRIVERS: Massage Technician, Taxi Driver, etc.	Expiration + 2 years	Expiration + 2 years	Expiration + 2 years		Mag, Ppr		GC §34090		
Police / Admin. Services - Records		Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	P	P	P		Mag, Ppr		Department preference; GC §34090		
Police / Admin. Services - Records		Field Investigation Cards (FIs) / Summary Incident / 10-37, 10-37 Cards	3 years	3 years	3 years		Mag, Ppr		Preliminary documents; GC §34090 et seq.		
Police / Records		LiveScan Applications / Fingerprint Applications	2 years	2 years	2 years		Mag, Ppr		GC§ 34090 et seq.		
Police / Admin. Services - Records		LiveScan Responses (City Employees & Volunteers)	When No Longer Required	When No Longer Required	When No Longer Required		Mag, Ppr		GC§ 34090 et seq.		
		A clearance (no response) notice is placed in each Employee Personnel File or Volunteer file									

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>											
Police / Admin. Services - Records		LiveScan Responses or Logs (CORI Responses) for Business Licensees (e.g. Adult Related Businesses)	When No Longer Required	When No Longer Required				GC§ 34090 et seq.			
		A clearance (no response) notice is placed in each Business License file									
Police / Admin. Services - Records	Logs: Case Number		10 years	10 years			Mag, Ppr				
Police / Admin. Services - Records	Logs: Hazard Logs		2 years	2 years			Mag, Ppr				
Police / Admin. Services - Records	Logs: Incident Summary		2 years	2 years			Mag, Ppr				
Police / Admin. Services - Records	Logs: Miscellaneous Activity		2 years	2 years			Mag, Ppr				
Police / Admin. Services - Records	NCIC Validation		2 years	2 years			Mag, Ppr	GC §34090			

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Police / Admin. Services - Records	Officer Recordings: Mobile Audio/Video Recordings that are not evidence ("hip recorders", etc.)	Order after Hearing (Restraining Order, Emergency Protective Orders (EPO), Temporary Restraining Order (TRO))	2 years	Life of the Order	2 years	Mag		GC §34090.6(a)			
Court						Mag		Court records - originals retained by the Court; GC §34090 et seq.			
Police / Admin. Services - Records	Personnel Background Packet - City Employees (Successful)	Separation + 3 years	Yes: Before Separation	Yes: Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR §7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090				
Police / Admin. Services - Records	Personnel Background Packet - City Employees (Unsuccessful)	3 years	Yes: Before Separation	Yes: Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR §7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090				
Police / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference to facilitate Three Strikes law and ease of document imaging administration; GC §26202, PC §§802, PC §§187, 800 et seq., W&I §389(a), 781(d)				
Police / Admin. Services - Records	Lost Property - Firearms and identifiable artifacts where value exceeds \$1,000										

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Firearm Found or Recovered - Minimum 5 years	Firearm Found or Recovered - Minimum 5 years	Yes	Mag. Mfr, OD, Ppr	S/M/I	Y: After QC	PC§ 11108(b); GC§ 34090
Police / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Y: After QC	"(Shall" Destroy); GC §68152(e)(8)
Police / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Traffic Collisions / Accident Reports (No Injuries)	5 years	5 years	Mag. Mfr, OD, Ppr	S/M/I	Y: After QC	Department Preference to be consistent with CHP requirements (Fatal collisions are retained by CHP for 5 years); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. Services - Records	(OFR)	POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.			7 years	Yes	Mag. Mfr, OD, Ppr	S/M/I Y: After QC		
		POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290)		P		Yes	Mag. Mfr, OD, Ppr	S/M/I Y: After QC		
Police / Admin. Services - Records		POLICE REPORTS / INCIDENT REPORTS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or		Close of Investigation	No Further Report on Suspected Abuser + 10 years		Mag. Mfr, OD, Ppr	S/M/I Y: After QC		
								PC §§11169(c), 11170(a)(3)		

RECORDS RETENTION SCHEDULE: POLICE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
POLICE / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Date of Arrest + 3 years	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §26202; PC §851.8(a)	
POLICE / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Misdemeanor - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years	Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§68152(e)(8)	
POLICE / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	Offender is 18 Years Old	Yes	Mag. Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)	
POLICE / Admin. Services - Records	POLICE REPORTS / INCIDENT REPORTS:	Missing Persons	Found / Recovered + 2 years	Found / Recovered + 2 years	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §34090	

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
POLICE REPORTS / INCIDENT REPORTS:								
Police / Admin. Services - Records	Non-Criminal / Outside Assist	2 years	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §34090	
	Abandoned Vehicle Reports, Information Reports, Impounded / Towed Vehicles, Sick Cared For, Suspicious Circumstances, Restraining Orders							
POLICE REPORTS / INCIDENT REPORTS:								
Police / Admin. Services - Records	Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)	Yes: Before Disposition	Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §26202; W&I §§389(a), 781(d)	
POLICE REPORTS / INCIDENT REPORTS:								
Police / Admin. Services - Records	Traffic Collisions / Accident Reports - Fatalities	15 years		Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference (Fatal collisions are retained by CHP for 5 years); GC §34090	
POLICE REPORTS / INCIDENT REPORTS:								
Police / Admin. Services - Records	Traffic Collisions / Accident Reports - Injuries, no fatalities, Hit & Run	10 years		Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference (Fatal collisions are retained by CHP for 5 years); GC §34090	

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Comments / Reference
(OFR)									If the record is not listed here, refer to the Retention for City-Wide Standards
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal/retention periods (retention resumes after settlement or completion).</i>									
Police / Admin. Services - Records		Public Information Requests	2 years		2 years		Mag. Ppr		GC §34090
Police / Admin. Services - Records		Records Destruction Authorization Forms	2 years		2 years		Mag. Ppr		GC §34090
Police / Admin. Services - Records		Registrants: Arson - Adults	5 years	P			Mag. Mfr, OD, Ppr	S/M/I	Yes: After 5 years Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. Services - Records		Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years				Mag. Mfr, OD, Ppr	S/M/I	Yes: After QC Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. Services - Records		Registrants: Narcotic	5 years				Mag. Ppr		Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Admin. Services - Records		Registrants: Sex Offenders - Adults	P				Mag. Mfr, OD, Ppr	S/M/I	No Department Preference; Pursuant to PC §290 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. Services - Records	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)	or Sealing Date + 5 years (or Court Order)	P or Sealing Date + 5 years (or Court Order)	or Sealing Date + 5 years (or Court Order)	Indefinite	Mag, Mfr, OD, Ppr	S/M/I		
Police / Admin. Services - Records	RMS Database	Indefinite	Indefinite	Indefinite	Indefinite	Yes	Mag	No		
Police / Admin. Services - Records	Subpoenas (all)	4 years	4 years	4 years	4 years		Mag, Ppr	Pursuant to PC §290 et seq.; W&I §781;		
Police / Admin. Services - Records	Video Recordings - Jail, Booking, Multiplexer, Intox, etc.	2 years	2 years	2 years	2 years		Mag	Data Fields / Records are interrelated; GC §34090		
Police / Admin. Services - Records	Warrants (Recalled or Served)	2 years	2 years	2 years	2 years		Mag, Ppr	Department preference; GC §34090		
								Department preference (only 1 year is required); Records regular and ongoing operations; GC §34090 6(a)		
								GC §34090		

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIELD SERVICES								
Police / Field Services	Accident Review Board Reports / Non-Preventable Findings	5 years	5 years		Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113	
Police / Field Services	Accident Review Board Reports / Preventable Findings	5 years	5 years		Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113	
Police / Field Services	Activity / Deployment	5 years		When No Longer Required - Minimum 2 years	Mag, Ppr		Department preference; GC §34090	
Police / Field Services	Canine (Police Dogs) Program Files: Action Reports, Monthly Reports				Mag, Ppr		GC §34090	

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Field Services	Canine (Police Dogs) Program Files: Animal Files	Separation + 3 years	Separation + 3 years	2 years		Mag, Ppr	GC §34090 et seq.	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Field Services	Citation Log Books (#s / ranges) - Parking, Traffic	2 years		2 years		Mag, Ppr	GC §34090 et seq.	
Police / Field Services	Citations - Parking, Traffic Includes corrections	2 years		2 years		Mag, Ppr	GC §34090 et seq.	
Police / Field Services	Citations - Photo	When Superseded		When Superseded		Mag	GC §34090 et seq.	Does not record "regular & ongoing operations"; GC §34090 et seq.
Police / Field Services	Citations - Photo Camera Maintenance Log	2 years		2 years		Mag, Ppr	GC §34090 et seq.	
Police / Field Services	Crime Suppression Unit Activity Records (all Teams)	5 years		5 years		Mag, Ppr	GC §34090 et seq.	Department preference; GC §34090
Police / Field Services	Daily Shift Rosters	2 years		2 years		Mag, Ppr	GC §34090 et seq.	Department preference (preliminary drafts); GC §34090 et seq.
Police / Field Services	Logs: Various (Vehicle Assignment, Patrol Shift Activity, etc.)	2 years		2 years		Ppr, Mag	GC §34090 et seq.	Department preference; Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Police / Field Services	Master Deployment Schedule (Patrol / Traffic)	2 years		2 years		Mag, Ppr	GC §34090 et seq.	Department preference (preliminary drafts); GC §34090 et seq.
Police / Field Services	Overtime Authorization for Comp Time / Sign-Ups	2 years		2 years		Mag, Ppr	GC §34090 et seq.	Department preference (preliminary drafts); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Police / Field Services	PAS Device Calibration Logs	2 years	2 years	2 years	2 years		Mag, Ppr	GC §34090 et seq.	
Police / Field Services	Patrol Ride-A-Long Waiver Form	2 years					Mag, Ppr		
Police / Field Services	Pursuit Critiques	5 years					Mag, Ppr		
Police / Field Services	Range Schedules						Mag, Ppr		
Police / Field Services	Special Events / Ops Plan	5 years	When No Longer Required		When No Longer Required		Ppr, Mag		
Police / Field Services	Special Jobs Sign-up Sheets		When No Longer Required		When No Longer Required		Mag, Ppr		
Police / Field Services	Statistical Reports	P			P		Mag, Ppr		
Police / Field Services	Time Off Requests / Sick Slips		2 years	2 years	2 years		Mag, Ppr		

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Police / Field Services	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years When No Longer Required - Minimum 2 years	Mag, Ppr				Department preference; GC §34090 et seq.
Police / Field Services	Traffic Control: Radar Trailer Surveys, Special Event Action Plans, etc.	When No Longer Required - Minimum 2 years	Mag, Ppr				GC §34090 et seq.
Police / Admin. Services - Personnel	Training - Department Training Records - <u>COURSE RECORDS</u> (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years	P				Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INVESTIGATIVE SERVICES / DETECTIVE BUREAU								
Police / Investigat. Services	Assigned Case Log Books	5 years	5 years	5 years	Ppr, Mag		Department preference (preliminary drafts) GC §34090 et seq.	
Police / Investigat. Services	Detectives Investigation Files and Arrest Files (Notes) - Except Homicides	Close Case	5 years	Close Case + 5 years	Ppr, Mag		Department preference (preliminary drafts) GC §34090 et seq.	
Police / Investigat. Services	Detectives Investigation Files and Arrest Files (Notes) - Homicides	Close Case	P	P	Ppr, Mag		Department preference (preliminary drafts) GC §34090 et seq.	
Police / Investigat. Services	Informant Files	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	Ppr, Mag		Department Preference; GC §34090 et seq.	
Police / Investigat. Services	Pawn Slips	5 years	5 years	5 years	Mag, Ppr		Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090	
Police / Investigat. Services	Secondhand Dealer Permits / Pawn Broker Permits & Licenses	Close of Business + 2 years	Close of Business + 2 years	Close of Business + 2 years	Mag, Ppr		Department Preference; GC §34090	
Police / Admin. Services - Records	Subpoena Control / Served Subpoenas	2 years	2 years	2 years	Mag, Ppr		Department preference (copies) GC §34090.7	

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUILDING MAINTENANCE										
Public Works / Building Maint.	Elevator Permits	Expiration + 2 years			Expiration + 2 years		Mag	Department preference; GC §34090		
Public Works / Lead Div.	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit + 2 years			Expiration of Certificate or Permit + 2 years		Mag Ppr	Department preference; GC §34090 et. seq.		
Depart. Providing Service / Work	Work Orders / Service Requests DATABASE	Indefinite			Indefinite		Mag	Data is interrelated; GC §34090		
Depart. Providing Service / Work	Work Orders / Service Requests - All Information Entered in Database	When No Longer Required			When No Longer Required		Mag Ppr	Preliminary drafts (the database is the original); GC §34090		
Depart. Providing Service / Work	Work Orders / Service Requests - NOT entered in Database (or partial information entered into Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years			5 years		Mag Ppr	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090		

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ENVIRONMENTAL UTILITIES										
Public Works / Environ. Utilities	AB 939 Compliance	Active (in office)	Inactive (Records Center)	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference		
Public Works / Environ. Utilities	Cal-EPA Hazardous Material Pre-Plan	10 years		10 years	Mag, Ppr			Department Preference; GC §34090		
Public Works / Environ. Utilities	Customers (Commercial Solid Waste); Application Cards, Account File, etc.	30 years		30 years	Mag, Ppr			Department Preference; GC §34090		
Public Works / Environ. Utilities	No outstanding debt			Account Closed + 2 years	Mag, Ppr			GC §34090		
Public Works / Environ. Utilities	Inspector Reports: Violations, Red Tag, Inspection Notices, Citations, Work Sheets	2 years		2 years	Mag, Ppr			GC §34090		
Public Works / Environ. Utilities	NPDES Monitoring Reports	3 years		3 years	Mag, Ppr			Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41		
Public Works / Environ. Utilities	NPDES Permits - Stormwater	Expiration + 3 years		Expiration + 3 years	Yes: Until Expiration	Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.		

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
(OFR)											
Public Works / Environ. Utilities	Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10 years		10 years			Mag, Ppr	Department Preference; GC §34090			
Public Works / Environ. Utilities	Routes	2 years		2 years			Mag, Ppr	GC §34090			
Public Works / Environ. Utilities	Sewer Discharge Records / Hyperion	3 years	P				Mag, Ppr	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41			
Public Works / Environ. Utilities	Stormwater Annual Reports	3 years		3 years			Mag, Ppr	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41			
Public Works / Environ. Utilities	Stormwater Program: Unauthorized Discharges / Violations / Spills	Resolution + 3 years		Resolution + 3 years			Mag, Ppr	Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2)			
Public Works / Environ. Utilities	Tonnage Reports	10 years		10 years			Mag, Ppr	Department Preference; GC §34090			

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Total Retention	Inactive (Records Center)	Vital?	Media Options				
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FLEET SERVICES										
Public Works / Fleet Services	AQMD Permits (Generators, etc.)	Disposal + 2 years	Disposal + 2 years	Mag, Ppr			Department preference; GC §34090			
Public Works / Fleet Services	Fuel Tracking (meter readings, consumption reports)	5 years	5 years	Mag Ppr			Consistent with Accounts Payable; statewide guidelines propose Audit + 3 years; GC §34090			
Public Works / Lead Div.	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit + 2 years	Expiration of Certificate or Permit + 2 years	Mag Ppr			Department preference; GC §34090 et. seq.			
Public Works / Fleet Services	Underground Storage Tanks (City Owned) – UST Closure Letter	15 years	15 years	Mag, Ppr			Department preference; GC §34090 et. seq.			
Public Works / Fleet Services	Underground Storage Tanks (City Owned) – UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years	7 years	Mag, Ppr			Monitoring and Maintenance records are required on site for 3 years, 6 1/2 years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)			

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Fleet Services	Underground Storage Tanks (USTs) Permits	10 years	P			Mag, Mfr, OD, Ppr	S	Yes: After 1 year Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(); GC §34090 et. seq.
Public Works / Fleet Services	Vehicle & Equipment History Files			Disposal of Vehicle or Equipment + 2 years		Mag, Ppr		Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Fleet Services	Vehicle & Equipment Management Database		Indefinite			Mag, Ppr		Data is Interrelated; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
INFRASTRUCTURE MAINTENANCE									
Public Works / Infrastructure.		Inspection Forms: Lights, Playground Equipment, Sidewalks, Signals, Streets, etc.	10 years		10 years	Mag, Ppr		Department preference; GC §34090	
Depart. Providing Service / Work		Work Orders / Service Requests DATABASE	Indefinite		Indefinite	Mag		Data is interrelated; GC §34090	
Depart. Providing Service / Work		Work Orders / Service Requests - All Information Entered in Database			When No Longer Required	Mag Ppr		Preliminary drafts (the database is the original); GC §34090	
Depart. Providing Service / Work		Work Orders / Service Requests - NOT entered in Database (or partial information entered into Database) (Division providing service retains originals; Division requesting service is considered a copy)			5 years	Mag Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090	

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
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(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PARKING										
Public Works / Parking	Meter Revenue Detail	3 months	21 months	2 years	Mag, Ppr			GC §34090		
Public Works / Parking	Off-Street Garage Tickets	3 months	21 months	2 years	Mag, Ppr			GC §34090		
Public Works / Parking	Parking Meters: Report of Out of Service & Repairs	2 years		2 years	Mag, Ppr			GC §34090		
Public Works / Parking	Parking Reconciliation	3 months	21 months	2 years	Mag, Ppr			GC §34090		
Public Works / Parking	Studies - Parking		When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag Ppr		Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090		

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>												
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>												
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal/retention periods (retention resumes after settlement or completion).</i>												
PROJECT ADMINISTRATION												
(Projects on City-owned Property - See Civil Engineering for Projects in the Public Right of Way)												
Public Works / Project Admin.	<u>Capital Improvement Projects (CIP) / Jobs: Administration File</u>	Project Administration, Certified Payrolls, Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Upon Completion	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed Audit, if required, whichever is longer	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090			

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Public Works / Project Admin.		Capital Improvement Projects (CIP) / Jobs: <u>Permanent File</u>									
		Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Construction Manager's Logs, Photos, Soils Reports, Studies, Submittals, Surveys, etc.		Upon Completion	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year		
									Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090		

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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(OFR)		Active (in office)	Inactive Records Center					
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
STREET MAINTENANCE								
Depart. Providing Service / Work	Work Orders / Service Requests DATABASE (Computerized Maintenance Management System)	Indefinite	Indefinite		Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	Work Orders / Service Requests - All Information Entered in Database	When No Longer Required	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	Work Orders / Service Requests - NOT entered in Database (or partial information entered into Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
TRANSPORTATION										
Public Works / Transport.	Audits: DMV & CHP	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
Public Works / Transport.	Customer Comments	2 years	3 years	5 years		Mag Ppr				
Public Works / Transport.	Guidelines: Federal, Local, State	Superseded + 2 years		2 years		Mag Ppr				
Public Works / Transport.	Hearing Officer Audio Tapes	6 months		6 months		Tape (Mag)				
Public Works / Transport.	Intersection File / Accident Reports	5 years		5 years		Mag, Ppr				
Public Works / Transport.	Master Plans - Transpiration	P		Yes (all)	Mag, Mfr, OD, Ppr	\$	Yes: 1 year	Department preference; Drafts should be destroyed; GC §34090		
Public Works / Transport.	Parking Citations	5 years		5 years	Mag, OD, Ppr	\$/I	Yes: After QC	Department preference (can collect fines for up to 5 years); GC §34090		
Public Works / Transport.	Parking Permit Database	Indefinite		Indefinite	Mag			Data is interrelated; GC §§34090, 12168.7		

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
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Public Works / Transport.		Parking Permits - On-Street, Residential (Daytime, Overnight, Special)	Expiration + 2 years		Expiration + 2 years		Mag, OD, Ppr	Yes: After QC		
		Permits: Valet Parking, Preferential Overnight		2 years	2 years	Mag Ppr		Department preference; GC §34090		
Public Works / Transport.		Preferential Permit Parking Zone Files	P		5 years	Mag, Ppr	Yes: 1 year	GC §34090		
		Street Files								
Public Works / Transport.		Studies - Transportation	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Mag Ppr		Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090		
		Surveys: Block, Preferential Parking								
Public Works / Transport.		Taxi Drivers	Expiration + 2 years		Expiration + 2 years	Mag Ppr		Department preference; GC § 34090		
		Taxi Inspections								

Office of Record	Retention No.	Records Description	Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan M=Mfr QC'd?	Disposition	Comments / Reference
(OFR)										
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Public Works / Transport.	Taxi Owners / Taxi Companies	Expiration + 2 years			Expiration + 2 years		Mag. Ppr			Department preference; GC § 34090
Public Works / Transport.	Traffic Speed Surveys	5 years			5 years		Mag. Ppr			Department preference (required every 5 years); GC §34090
Public Works / Transport.	Traffic Studies / Traffic Counts / Traffic Calming Requests	When No Longer Required - Minimum 10 years			When No Longer Required - Minimum 10 years		Mag. Mfr, OD, Ppr			Department preference; GC §34090
Public Works / Transport.	Valet Permits	Expiration + 2 years			Expiration + 2 years		Mag Ppr			Department preference; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
WATER											
Lead Dept.	Chains of Custody (Water testing instructions)	5 years	5 years		Mag, Ppr			22 CCR 64453(b) et seq.; 40 CFR 141.33(a)			
	Confined Space Entries & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	3 years	3 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)			
Public Works / Water	Correspondence with Environmental Agencies / Regulatory Agencies	When No Longer Required - Minimum 10 years	When No Longer Required - Minimum 10 years		Mag, Ppr			Department Preference; GC §34090			
	Customer Concerns: Odor / Taste / Visual Complaints	When No Longer Required - Minimum 5 years	When No Longer Required - Minimum 5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)			
Public Works / Water	Fire Hydrant Inspections / Flushing	15 years	15 years		Mag, Ppr			Department preference; GC §34090 et seq.			

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
(OFR)		Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water								
Laboratory Records								
Bench Sheets, Chain of Custody, Check-in Sheets, Monthly Lab Analysis Sheets, Out of Lab Test Reports, Self-Monitoring Reports								
12 years								
Mag, Ppr								
Superseded - Minimum 2 years								
Mag, Ppr								
Superseded - Expiration of Certificate or Permit + 2 years								
Mag Ppr								
Public Works / Water								
Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)								
Department preference; GC §34090 et. seq.								
Public Works / Lead Div.								

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Water	Recycled Water - Permits, Annual Report, Correspondence, Recycles Water User Files	10 years			10 years		Mag, Ppr		Department Preference; GC §34090	
Public Works / Water	Regulatory Agency Reports / Compliance Reports: Monthly and Quarterly Reports, including backup data	When No Longer Required - Minimum 5 years			When No Longer Required - Minimum 5 years		Mag, Ppr		Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)	
Public Works / Water	SCADA Database (Supervisory Control and Data Acquisition) - Water	Indefinite			Indefinite		Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7	
Public Works / Water	Underground Service Alerts (USA's) -- City	2 years			2 years		Ppr		GC §34090	
Public Works / Water	Urban Council Annual Reports	5 years			5 years		Mag, Ppr		Department Preference; GC §34090	
Public Works / Water	Vulnerability Assessment	When Superseded - Minimum 2 years			When Superseded - Minimum 2 years		Mag, Ppr		Confidential; GC §34090	
Public Works / Water	Water Conservation	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years		Mag, Ppr		Department preference; GC §34090 et seq.	

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference			
			Total Retention	Vital?	Media Options	Image: M=Mrfr S=Scan	Destroy Paper after imaged & QC'd?				
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Public Works / Water	Water Pressure Charts	5 years	5 years	P	Mag, Ppr	S /	Yes (after 2 years)	Department Preference; GC §34090 et seq.			
Public Works / Water	Water Quality Reports / Consumer Confidence Reports	12 years	When No Longer Required - Minimum 5 years	P	Mag, Mrfr, OD, Ppr	S /	Yes (after 2 years)	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692			
Public Works / Water	Water Standards and Specifications	When No Longer Required - Minimum 5 years	When No Longer Required - Minimum 5 years	P	Mag, Ppr	S /	Yes (after 2 years)	Department Preference; GC §34090			
Public Works / Water	Water Usage Reports	When No Longer Required - Minimum 2 years	When No Longer Required - Minimum 2 years	P	Mag, Ppr	S /	Yes (after 2 years)	Department preference; GC §34090 et seq.			
Public Works / Water	Wells, Well Permits	P	P	Mag, Mrfr, OD, Ppr	S /	Yes: 5 years	Yes: 5 years	Department preference; GC §34090			